

**12 NOVEMBER 1999**



**Command Policy**

**PERSONNEL QUALITY ASSESSMENT**

---

**NOTICE:** This publication is available digitally on the PACAF WWW site at: <http://www2.hickam.af.mil/publications>. If you lack access, contact the Theater Distribution Center (TDC).

---

OPR: HQ PACAF/DPPM  
(John M. Kavanagh)  
Supersedes PACAFDIR 90-503, 1 October 1997

Certified by: HQ PACAF/DPP  
(Col George J. Nixon)  
Pages: 117  
Distribution: F

---

This directory implements AFPD 90-2, *Inspector General - The Inspection System*. The personnel checklist supports guidance in a wide variety of Air Force publications identified throughout the checklist. This directory applies to Air National Guard (ANG) units when published in ANGIND2 and does not apply to the US Air Force Reserve units and members. Items marked as “(IMA)” may apply to both active duty and Individual Mobilization Augmentee (IMA) reservists. IMAs are serviced by the CRPO at HQ ARPC, however, active duty MPFs provide information and assistance to IMA reservists.

The items in the checklist do not constitute the order nor limit the scope of an inspection/assessment. As a minimum, units should use these checklists in conjunction with their Unit Self-Assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Units can supplement this publication and add internal compliance issues. Higher Headquarters may use this directory in whole or in part during visits or exercises. Users may add any item(s) which, in the exercise of good judgment, require(s) examination.

**SUMMARY OF REVISIONS**

The entire checklist has been revised because of numerous reference (AFI) changes and deletions, additions, or changes to Air Force programs. Items preceded by a pound sign (#) have been determined to fall under the minimum inspection criteria. If a major item number is marked, the markings pertain to all subordinate items.

**1.** *Authorized release of Word (.doc) file can only be acquired by contacting the appropriate OPR directly.*

Dale M Vande Hey, Colonel, USAF  
Director of Personnel

**Attachment 1****PERSONNEL AND COMMANDERS' SUPPORT STAFF CHECKLIST****A1.1. MILITARY PERSONNEL FLIGHT COMMANDER (AND SUPERINTENDENT) (DPM)****A1.1.1. MPF MANAGEMENT (AFCSM 36-699 unless otherwise stated)**

A1.1.1.1. Has the MPF Commander established a mission ready, customer-oriented working atmosphere and attitude with the MPF? (IMA)

A1.1.1.2. Has the MPF Commander established procedures to deal with dissatisfied customers? (1.18.1.2.)

A1.1.1.3. Are the MPF and Commander Support Staff personnel recognized for their contributions and accomplishments?

A1.1.1.4. (#) Is the MPF Commander ensuring coordination among all sections and work centers in the MPF and resolving any differences? (1.18.1.2.)

A1.1.1.5. Are Unit Commanders, first sergeants, and Commander Support Staff personnel informed of the proper utilization of the Base Level Military Personnel System (BLMPS) and Personnel Concept-III (PC-III) automated products and the services the MPF provides? (1.18.1.9.)

A1.1.1.6. (#) Have the MPF Top Secret requirements been met? (MPF/CC, Chief, Personnel Relocation & Employment, one individual from the Personnel Readiness Element and one alternate MPF member) (1.10.)

A1.1.1.7. Has the MPF Commander reviewed/approved all preprinted form letters used by work centers? (This task can be delegated, but recommend the DPM periodically review form letters in use to ensure currency and proper usage)

A1.1.1.8. Are the MPF personnel in compliance with AF dress and appearance standards?

A1.1.1.9. (#) Has the MPF Commander designated a private area for SBP Counseling? (IMC 96-1, HQ AFPC/DPP 272100Z FEB 96 Message)

A1.1.1.10. Is the MPF Commander ensuring that equal service is given to each host and tenant organization and member supported by the MPF? (1.18.1.3.)

**A1.1.2. (#) SELF-ASSESSMENT PROGRAM**

A1.1.2.1. Is a vigorous self-assessment program established and maintained that includes quality data analysis and control reviews designed to eliminate the causes for data inaccuracy? (Recommend a "Tiger Team" (MPF personnel not assigned to the element/section being assessed) to verify results of individual element/section assessments, Section assessments completed at least quarterly, and MPF-wide assessments completed at least semi-annually) (1.18.1.8.)

A1.1.2.2. Is an analysis of personnel data errors or reject conditions noted on the reject and file monitor transaction register (TR) to determine trends and causes of these TR remarks? (1.18.1.8.1.)

A1.1.2.3. Is a sampling of information contained in the BLMPS records verified against source documents (1.18.1.8.9.)?

A1.1.2.4. Is the MPF Commander or Superintendent reviewing frequent (e.g. weekly) samplings of source documents against the PDS information? (1.18.1.8.8.)

A1.1.2.5. Does the MPF Commander ensure all the MPF work centers comply with established procedures in the guiding AFIs (manuals) or other sources? (1.18.1.8.11.) (IMA)

#### A1.1.3. (#) DATA ACCURACY

A1.1.3.1. Have procedures been established to monitor overall accuracy of all BLMPs data? (1.18.1.5.)

A1.1.3.2. Have procedures been established for the Personnel Systems Manager to analyze and report directly to the MPF Commander on TR, data error trends, reject or purge error trends? (1.18.1.8.1.)

#### A1.1.4. IN-HOUSE TRAINING

A1.1.4.1. (#) Does the MPF commander or superintendent serve as the focal point for MPF and CSS in-house training? (1.3.3.)

A1.1.4.2. (#) Does the MPF conduct at least annual staff assistance visits (SAV) to evaluate status of training and compliance with personnel programs in CSSs and assist unit commanders in taking corrective action? (1.3.3.)

A1.1.4.3. Has the MPF received approval from the installation commander to close during normal duty hours in support of in-house training programs? (1.4.)

A1.1.4.3.1. Has the closure been advertised to the serviced population, to include retirees? (1.4.)

A1.1.4.4. (#) Has the MPF Commander established a training program for all MPF and CSS personnel to ensure their currency in the procedures for operation of the Base Level Military Personnel System, Personnel Concept-III, and the interrelationship between each personnel program and the system and how they affect the MPF versus the CSS? (1.22.1.)

A1.1.4.5. (#) Is training accomplished at least quarterly or more often if the need arises? (1.22.1.)

#### A1.1.5. (#) SATELLITE PERSONNEL ACTIVITY (SPA) (AFCSM 36-699)

A1.1.5.1. Does the OIC or NCOIC of the SPA work directly for the host MPF commander? (1.20.2.)

A1.1.5.2. Has the host MPF commander determined which military personnel responsibilities will be performed by the SPA? (1.20.3.)

A1.1.5.3. Has the host MPF commander developed a supplement to AFCSM 36-699 and forwarded it through the parent MAJCOM to HQ AFPC/DPSFM for approval? (1.20.3.)

#### A1.1.6. SECURITY/PROTECTION OF PRIVACY INFORMATION

A1.1.6.1. Are all users (i.e. the MPF and Commander Support Staff personnel, Commanders, First Sergeants) aware of their responsibilities in regards to the proper use and protection of Personnel data and associated computer products? (3.3.)

A1.1.6.2. Are system passwords properly protected against compromise?

**A1.1.7. MPF FACILITIES**

A1.1.7.1. Are facilities well maintained?

A1.1.7.2. Have positive steps been taken to correct problems?

A1.1.7.3. Is the location of the MPF shown on base maps?

A1.1.7.4. Is the furniture in good repair?

A1.1.7.5. Is there a long-term plan to procure new computer equipment?

**A1.1.8. (#) PERSONNEL CONCEPT-III (PC-III)**

A1.1.8.1. Has the MPF Commander established a PC-III Training Team, which consists of personnel from the MPF and CSS? (1.22.2.)

A1.1.8.1.1. Have procedures been established to identify units requiring training? (1.22.2.)

A1.1.8.1.2. Does the Training Team conduct visits to units requiring training? (1.22.2.)

A1.1.8.1.3. Is scheduled training offered on a periodic basis? (1.22.2.)

A1.1.8.2. Does the MPF Commander ensure that the MPF is represented at the PC-III User Group meetings?

**A1.1.9. MOBILITY, CONTINGENCY, AND EXERCISE (AFI 10-215, unless otherwise specified)**

A1.1.9.1. Does the MPF commander provide responses to requests from deployed commanders and base personnel within 2 duty days of receipt? (1.8.3. & 1.10.1.)

A1.1.9.2. As base functional manager for all AFSC 3S0X1 and 36PX contingency taskings and other matters, does the MPF commander: (1.10.4.)

A1.1.9.2.1. Ensure all personnel AFSC taskings are equitably distributed throughout the base?

A1.1.9.2.2. Solicit orderly room personnel to support PERSCO functions?

A1.1.9.3. (#) Does the MPF commander ensure personnel assigned to the PRF: (1.10.6.)

A1.1.9.3.1. (#) Complete the USAF MANPER-B Operations Course (applies to 3S0X1 personnel)

A1.1.9.3.2. (#) Are certified at the "task performance" level on all mandatory tasks in the MANPER-B Air Force Job Qualification standard (AFJQS)?

A1.1.9.3.2.1. (#) And ensures this training is documented (in OJT record for TSgt and below; PERSCO training folder for MSgt and above)?

A1.1.9.3.3. (#) Complete MANPER-B training within 12 months of assignment to the function?

A1.1.9.4. (#) Does the MPF commander ensure PRF personnel are not assigned additional duties that would conflict with duties during contingencies or exercises? (1.10.7.)

A1.1.9.5. (#) Has the MPF commander established accountability procedures for employed personnel until a PERSCO team (PT) is established? (1.10.8.)

A1.1.9.6. Does the MPF commander help in-garrison commanders establish procedures for when they deploy to account for deployed personnel when a PT will not be immediately available at the employment location? (1.10.9.)

A1.1.9.7. (#) Is MANPER-B equipment assigned to the PRF and PT on an ADPE account with the communications unit? (1.10.13.)

A1.1.9.8. (#) Is AT&T 1910 SDD equipment assigned to the MPF and PT placed on a CA/CRL with the supply squadron? (1.10.14.)

A1.1.9.9. Does the PRF have current certification and accreditation for locations where MANPER-B systems are operational? (1.10.17.) NOTE: Refer to Air Force Security System Instruction (AFSSI) 5018, *Risk Analysis*

A1.1.9.10. Is an inventory of MANPER-B systems conducted: (1.10.18.)

A1.1.9.10.1. (#) Annually?

A1.1.9.10.2. Upon appointment of a new equipment custodian?

A1.1.9.10.3. (#) Before and after deployment of a system (including local exercises)?

A1.1.9.10.4. As directed by higher headquarters?

A1.1.9.11. (#) Are PTs staffed according to the PERSCO UTC MISCAP statement and Manpower Force (MANFOR) Packaging detail as outlined in AFI 36-1015, Attachment 8? (1.10.22.)

A1.1.9.11.1. (#) Do team members meet the same standards as personnel selected for a PCS according to AFI 36-2110? (1.10.22.2.)

A1.1.9.11.2. (#) Have the names/grades of personnel initially assigned as primary/alternate PERSCO members been reported to parent MAJCOM PRF within 5 work days of assignment? (1.10.22.3)

A1.1.9.11.3. (#) Are PERSCO composition changes, additions, or deletions reported?

A1.1.9.12. (#) Did PERSCO team members complete all training within 12 months of assignment to a team? NOTE: Attendance at USAF MANPER-B Operations Course is mandatory for primary MANPER-B operators. For SORTS reporting, MANPER-B operators are fully trained if they have completed all AFJQS task certification training, but have not yet attended the MANPER-B course

A1.1.9.12.1. (#) Is all PERSCO training documented on the appropriate AFJQS?

A1.1.9.12.2. (#) Is the JQS (which is Part II of the Career Field Education & Training Plan [CFETP] 3S0X1) maintained in the OJT record for TSgts and below and PERSCO training folder for MSGts and above?

A1.1.9.12.3. (#) Are other initial and recurring training (such as small arms, CBWDT, etc) documented according to AFI 10-403 and AFI 36-2201?

A1.1.9.13. Does the MPF commander recommend to the MSS commander personnel who meet the prerequisites in AFMAN 36-2105 and AFMAN 36-2108 to receive the PERSCO and MANPER-B SEI? (1.1.24.)

A1.1.9.14. Has the MPF commander assigned, equipped, and trained personnel to operate the personnel deployment function (PDF) according to AFI 10-403 and AFI 10-215? (1.10.25.)

A1.1.9.15. (#) Has the MPF commander assigned, equipped, and trained personnel to operate a personnel readiness center (PRC) to support continuous operations for an indefinite period? (1.10.26)

A1.1.9.15.1. (#) Is one fully qualified MANPER-B operator on each shift?

A1.1.9.15.2. (#) Does the PRC have access to an approved computer for operating MANPER-B software connected to a secure data device (SDD), a secure telephone unit (STU-III), and datafax machine (classified and unclassified)?

A1.1.9.16. Does the MPF commander ensure each deployed PT chief and NCOIC supporting contingency forces submit an after action report (AAR) according to AFI 10-215 and command guidelines? (1.10.27.)

A1.1.9.17. (#) Has the MPF commander established a Deployment Processing Unit (DPU) to provide personnel support for individuals selected to deploy? (AFI 10-403, 1.5.10.5.2.1.)

A1.1.9.18. Are personnel from other base functions ready to support the DPU when activated by the installation deployment officer (IDO)? (AFI 10-403, 1.5.10.5.2.2.)

A1.1.10. PERSCO (AFI 10-215, unless otherwise indicated)

**A1.1.10.1. PERSCO TEAM (PT)-Before Deployment**

A1.1.10.1.1. (#) Is training for team members coordinated according to guidelines in: (1.16.1.)

A1.1.10.1.1.1. AFI 10-215?

A1.1.10.1.1.2. PERSCO and MANPER-B AFJQSs?

A1.1.10.1.1.3. UTC MISCAP statement?

A1.1.10.1.2. (#) Is an equipment custodian appointed for each team who would deploy to a different duty location? (1.16.2.)

A1.1.10.1.3. (#) Has the custodian received training in: (1.16.2.1.)

A1.1.10.1.3.1. MANPER-B equipment management and reporting procedures according to attachment 3?

A1.1.10.1.3.2. Cargo preparation?

A1.1.10.1.3.3. Check-in procedures according to AFI 10-403 and the base deployment plan?

A1.1.10.1.4. (#) Are supply kits and deployable MANPER-B system in a “mission-ready” status? (1.16.3.)

A1.1.10.1.5. Does the equipment custodian: (1.16.4.)

A1.1.10.1.5.1. Inventory the PERSCO supply kit and MANPER-B system?

A1.1.10.1.5.2. Ensure the MANPER-B system is marked and labeled correctly for shipment, according to attachment 16, when the PT is deploying.

A1.1.10.1.5.3. Immediately report broken components to the FAC?

A1.1.10.1.6. Does the PT reproduce copies of current MPFMs on file and take them to the deployment location? (1.16.5.)

A1.1.10.1.7. Are all in-garrison commanders briefed annually of PERSCO responsibilities? (1.16.6.) *NOTE: Attachment 17 contains a sample brief*

**A1.1.10.2. (#) PERSCO TEAM (PT)-Upon Execution**

A1.1.10.2.1. Does the PT get from the PRF: (1.17.1.)

A1.1.10.2.1.1. A list of base personnel planning to deploy to the PT's location?

A1.1.10.2.1.2. A copy of PALACE Blitz messages affecting their employment duty location?

A1.1.10.2.1.3. A JAZ cartridge of the MANPER-B system with all database information deleted?

A1.1.10.2.2. Does PT review the Oplan, Operations Order (OPORD), and reporting instructions? (1.17.2.)

A1.1.10.2.3. Is a tentative shift schedule developed and specific duties assigned to each team member? (1.17.3.)

A1.1.10.2.4. Are work schedules, duties, and initial arrival actions discussed with the team? (1.17.4.)

**A1.1.10.3. PERSCO TEAM (PT)-Initial Arrival Actions**

A1.1.10.3.1. (#) Has team set up an operations center? (1.18.1.)

A1.1.10.3.2. (#) Does team set up personnel in/out processing procedures with units and other support agencies (billeting office, finance, etc)? (1.18.1.)

A1.1.10.3.3. (#) Does PT account for ALL personnel (active, Guard, Reserve, and civilians) TDY to their location no matter what operation they are supporting? (1.18.1.)

A1.1.10.3.4. (#) Is a PT representative designated to meet each aircraft and conduct personnel processing in the APT whenever possible? (1.18.2.1.)

A1.1.10.3.5. (#) Does PT establish arrangements with units and other support agencies (i.e., billeting office) to account for personnel arriving by commercial aircraft? (1.18.2.2.)

A1.1.10.3.6. (#) Does PT collect an AF Form 245 and at least one TDY order with SSN for every person (military and civilian) reporting to their location? (1.18.3.)

A1.1.10.3.6.1. (#) Does PT provide the other copy to the deployed unit?

A1.1.10.3.7. (#) Does PT coordinate with communication center to: (1.18.4.)

A1.1.10.3.7.1. Set up phone line requirements for Red-Mini access?

A1.1.10.3.7.2. Identify telephones?

A1.1.10.3.7.3. Retrieve message address element and narrative route for PT?

A1.1.10.3.8. (#) Is HQ AFPC/DPWRC notified immediately if unable to send and receive DPT? (1.18.4.)

A1.1.10.3.9. Does PT always follow criteria for password establishment as outlined in para 1.17.5.1 and 1.18.5.1.?

A1.1.10.3.10. (#) Is a PT status report submitted according to chapter 3 and attachment 7? (1.18.6.)

A1.1.10.3.11. (#) Has PT established points of contact with the MTF/mortuary affairs community? (1.18.7.)

A1.1.10.3.11.1. Are reporting procedures for casualties (seriously ill, very seriously ill, killed in action, air evacuation) established?

A1.1.10.3.12. (#) Does the PT equipment custodian inventory each MANPER-B system, sets up, and tests system components? (1.18.8.)

A1.1.10.3.13. (#) Is all incoming DPT processed and all personnel arrival information updated? (1.18.9.)

A1.1.10.3.14. (#) If DPT capability is not available, does PT submit duty status change reports according to atch 7 or as required by supported component command reporting guidance? (1.18.9.1.)

A1.1.10.3.15. Is a copy of DPT logs (incoming and outgoing) retained for a minimum of 30 days? (1.18.9.2.)

A1.1.10.3.16. Has PT obtained a copy of the entire Oplan or Annex E? (1.18.10.)

A1.1.10.3.17. Has a filing system for CED orders, AF Form 245, and 31-day suspense system been set up? (1.18.11.)

A1.1.10.3.17.1. Are CED orders filed by ULN and POSN?

A1.1.10.3.17.2. Are AF Form 245s filed by alphabetical order?

A1.1.10.3.17.3. Are manual files established for transient personnel?

A1.1.10.3.18. Are daily events log used to keep team members updated and help prepare PERSCO AARs? (1.18.11.1.)

A1.1.10.3.19. (#) Is a point of contact book maintained that contains: (1.18.12.)

A1.1.10.3.19.1. Grade?

A1.1.10.3.19.2. Name?

A1.1.10.3.19.3. Phone numbers?

A1.1.10.3.19.4. Fax numbers?

A1.1.10.3.19.5. E-mail addresses?

A1.1.10.3.19.6. Locations of key personnel at the employed site and higher headquarters?

*NOTE: Key personnel should include all commanders, first sergeants, billeting, mortuary affairs, medical staff, and others deemed appropriate*



A1.1.10.3.20. Does PT have an installation map (or draws one) and plots unit locations? (1.18.13)

A1.1.10.3.21. Have support requirements, such as computer products, been determined from commanders? (1.18.14.)

A1.1.10.3.22. Have commanders been informed of PT responsibilities and capabilities? (1.18.15.)

A1.1.10.3.23. (#) Has a casualty reporting program been set up according to AFI 36-3002, *Casualty Services*? (1.18.16.)

**A1.1.10.4. PERSCO TEAM (Sustainment Activity)**

A1.1.10.4.1. (#) Does PT maintain personnel accountability by tracking and timely updating of personnel duty status changes? (1.19.1.)

A1.1.10.4.1.1. Are transactions updated in MANPER-B?

A1.1.10.4.2. (#) Does PT continue to process incoming and outgoing DPT in a timely manner? (1.19.2.)

A1.1.10.4.3. Does MANPER-B equipment custodian follow MANPER-B outage and virus reporting requirements in attachment 3? (1.19.3.)

A1.1.10.4.4. (#) Does MANPER-B equipment custodian ensure the operating environment meets the security requirements outlined in the MANPER-B CSSP? (1.19.3.1.)

A1.1.10.4.5. Are broken components returned to the contractor within 72 hours after receipt of replacement components? (1.19.3.2.)

A1.1.10.4.6. Does PT track filler and replacement requests, other personnel action requests (i.e., emergency leave) and casualty reports? (1.19.4.)

A1.1.10.4.6.1. (#) Are MAJCOMs and MPFs notified by immediate message of unfilled requirements? (1.19.4.1.)

A1.1.10.4.7. (#) If deployed members are extended at deployment site, does PT notify (by message): (1.19.4.2.)

A1.1.10.4.7.1. Member's home MPF PRF?

A1.1.10.4.7.2. Home unit/CC?

A1.1.10.4.7.3. MAJCOM Personnel Readiness Staff?

A1.1.10.4.7.4. Supported Component Command Personnel Readiness Staff?

A1.1.10.4.7.5. Central site, if applicable?

A1.1.10.4.8. Does PT runs and reviews the Requirements Mismatch roster on a daily basis? (1.19.5.)

A1.1.10.4.8.1. Is the roster used to identify: (1.19.5.)

A1.1.10.4.8.1.1. Personnel records containing plan data not matching the plan's database?

A1.1.10.4.8.1.2. Vacant plan positions for which there are no matching personnel records?

A1.1.10.4.8.1.3. Possible shortfalls and erroneous data in the personnel database?

A1.1.10.4.9. Do MANPER-B operators maintain a complete daily JAZ cartridge backup of their systems? (1.19.6.)

A1.1.10.4.10. (#) Does PT prepare filler and replacement requests according to AFI 10-215? (1.19.7.)

A1.1.10.4.10.1. Are requests validated with the unit commander before submitting them to the supported command?

A1.1.10.4.11. Does PT report discrepancies such as: (1.19.8.)

A1.1.10.4.11.1. Incomplete CED orders (i.e., missing ULN or reporting instructions, etc)?

A1.1.10.4.11.2. Personnel arriving on orders other than CED?

A1.1.10.4.11.3. Missing and incomplete PAKs?

A1.1.10.4.11.4. Failures to submit required reports directed by higher headquarters and this instruction?

A1.1.10.4.12. (#) Are voluntary requests to extend tours processed? *NOTE: See attachment 6 for PALACE requirements* (1.19.9.)

A1.1.10.4.13. Does the PT set up a MANPER-B ADPE account with the appropriate communications unit for rotational deployments? (1.19.10.)

A1.1.10.4.13.1. Is the supported command contacted for assistance if the communications unit does not have an ADPE account?

A1.1.10.4.14. Does the PT ensure the AT&T 1910 SDD is placed on the CA/CRL account with the supporting Supply squadron? (1.19.11.)

#### **A1.1.10.5. PERSCO TEAM-Redeployment (Return to Home Station) Actions**

A1.1.10.5.1. Does PT complete updates on individuals redeploying to home station within 24 hours of their departure? (1.20.1.)

A1.1.10.5.2. (#) Are mini-records projected for personnel forward-deploying to other locations in the AOR supported by a different PT or MPF? (1.20.2.)

A1.1.10.5.3. Does the equipment custodian conduct an inventory of all MANPER-B systems prior to shipping? (1.20.3.)

A1.1.10.5.3.1. (#) Does equipment custodian submit a MANPER-B hardware relocation report according to attachment 3 when shipping the system?

A1.1.10.5.4. Do incoming and outgoing custodians conduct a complete inventory of permanent systems? (1.20.4.)

A1.1.10.5.5. Does incoming custodian sign inventory sheet (if all items have been accounted for) and send a message to HQ AFPC/DPWRC with the name of the new custodian and inventory results? (1.20.4.1.)

A1.1.10.5.6. Does the PT chief place the outgoing custodian on admin hold until a report of survey is initiated if accountable equipment is missing? (1.20.4.2.)

A1.1.10.5.7. (#) Does PT provide one fully qualified MANPER-B operator for each shift? (1.20.4.3.)

## **A1.2. PERSONNEL RELOCATION ELEMENT (DPMAR)**

### **A1.2.1. (#) ASSIGNMENTS (AFI 36-2102 unless otherwise specified)**

A1.2.1.1. Are relocation folders prepared for each member selected for reassignment? (Para 1.3.1.)

A1.2.1.1.1. Are TDY relocation folders prepared for each member selected for TDY to formal, flying, missile, or special training courses? (Para 4.3.1.)

A1.2.1.2. Are policies/procedures established to comply with the privacy Act of 1974 (AFI 37-132)

A1.2.1.3. Do the relocations folders contain all applicable records/documents such as: (Para 1.3.1.)

A1.2.1.3.1. Assignment selection letter, message or RIP.

A1.2.1.3.2. AF Form 907 (**Relocation Preparation Checklist**)

A1.2.1.3.3. Reassignment orders and all amendments

A1.2.1.3.4. Relocation processing memorandum

A1.2.1.3.5. DD Form 93 (**Record of Emergency Data**)

A1.2.1.3.6. SGLI 8286 (*Serviceman's Group Life Insurance Election and Certificate*)

A1.2.1.3.7. PCS departure certification statement (endorsed copy of PCS orders)

A1.2.1.3.8. All other documents pertaining to the member's relocation

A1.2.1.4. Does PRE review the PCS notification RIP within 7 calendar days of receipt, confirms member's eligibility, and forwards the PCS notification RIP either electronically or via distribution to the members unit? (AFI 36-2110 Para 2.32.5.)

A1.2.1.4.1. If the RNLTD is less than 90 days, has the MPF and Unit notification periods been reduced to 3 calendar days each? (AFI 36-2110 Para 2.32.)

A1.2.1.4.2. If the PRE identifies a PCS ineligibility condition and there is no indication a waiver or exception has been granted, has the PRE reclama the selection and not forwarded the assignment RIP to the unit? (AFI 36-2110 Para 2.32.5.)

A1.2.1.4.3. If a member is absent from station (TDY, leave, etc.) when assignment notification must be completed are procedures followed IAW Para 2.32.9.? (AFI 36-2110 Para 2.32.)

A1.2.1.5. Are procedures established to canceled a PCS assignment if the PRE believes a member's assignment should be canceled or if the member does not meet the assignment quality control standards (AFI 36-2110 Para 2.40.5.1.)

A1.2.1.6. Are procedures established to help commanders determine the member's suitability for the assignment (AFI 36-2110 Para 2.40.5.2.)

A1.2.1.7. DELETED

A1.2.1.8. If there is a disagreement as to eligibility of the member for reassignment between the losing and gaining commanders, is the disagreement referred to the next higher echelon for resolution? (AFI 36-2110 Para 2.40.7.3.)

A1.2.1.9. Are initial interviews conducted as soon as possible, but not later than 15 calendar days after the members are officially notified of reassignment? (Para 1.3.2.)

A1.2.1.10. Is the PRE inputting PTI 526 into the PDS immediately upon the notification of the assignment being acknowledgment by the member selected for reassignment? (AFSCM 36-699 Para 5.53.1.1.)

A1.2.1.11. Are individuals who require assignment available codes (AACs) properly identified and reported? (AFI 36-2110 Para 2.15.)

A1.2.1.12. Are Sensitive Compartmented Information (SCI) nomination documents submitted to Security Police or clearance initiator with 30 calendar days of receipt of assignment notification? (Para 1.3.2.4.)

A1.2.1.13. Has the counselor provided the member with an Immunization Memorandum? (Para 1.3.2.1.)

A1.2.1.14. When an individual is selected for an overseas assignment, has the PRE provided the Medical & Dental Clearance Memorandums for them to initiate clearance actions? (Para 1.3.2.2.)

A1.2.1.15. If the Assignment Notification RIP contains PCS Processing Codes (PPCs) or special requirements, is it noted on the AF Form 907 (**Relocation Preparation Checklist**)? (Para 1.3.2.5.)

A1.2.1.16. Are procedures established to suspense and track those eligible to apply for the Home-basing/Follow-on Assignment Program submit their application within 15 days of the initial PCS relocation briefing (AFI 36-2110 Para A5.2.6.)

A1.2.1.17. Are procedures established to suspense and track those personnel who require additional PCS retainability NLT 30 days from notification? (AFI 36-2110 Para 2.29.6.4.3. thru 2.29.6.4.4.) [Note: Special attention should be given if a member's RNLTD is changed, by verifying a members service retainability ensuring the required retainability is obtained prior to departure.]

A1.2.1.18. Does the PRE ensure that officers and retirement eligible airmen (who were selected for PCS and/or TDY to formal, flying, missile, or special training courses) are counseled for each active duty service commitment incurring event and that appropriate forms are completed? (AFI 36-2107 Para 1.3., Para 1.4., Table 1.9. and Table 1.10.)

A1.2.1.18.1. Are the completed AF Form 63 (original and copies) distributed to the appropriated agencies or individuals? (AFI 36-2107 Para 1.3.2.)

A1.2.1.19. Are suspense procedures in effect to ensure that reassignment selectees, who are eligible for retirement, elect their option within seven calendar days after official notification of end assignment? (AFI 36-2110 Para 2.37.2. and Para 2.27.3.)

A1.2.1.20. Is reclama action (PTI 520) erroneously being taken on those individuals who elected retirement in lieu of PCS? (AFI 36-2110 Para 2.37.2.4. and 2.37.3.5.)

A1.2.1.21. Is Assignment Availability Code (AAC 09) updated on members who elect retirement in lieu of PCS and their applications are processed "out of system"? (AFI 36-2110 Para 2.37.3.5.)

A1.2.1.22. Is an out of system reclama submitted by message to the appropriate assignment authority for cancellation of assignments if the RNLTD is less than 120 days or for unit/base activation, deactivation, weapons system changes, or contingency assignments? (AFI 36-2110 Para 2.47.2.)

A1.2.1.22.1. Is an info copy of the message sent to the gaining unit, MPF and MAJCOM (to include losing MAJCOM)? (AFI 36-2110 Para 2.47.)

A1.2.1.23. Are PCS Declination Statements (AF Form 964) updated in PDS and filed in the Unit Personnel Records Group (UPRG) for career airmen who have declined to extend or reenlist to obtain the necessary retainability for PCS and are the required AAC 09 or 08 updated in PDS? (AFI 36-2110 Para 2.29.6.3.1.)

A1.2.1.23.1. Is Assignment Limitation Code (ALC) "L" or "8" being updated on first term airmen who decline required retainability? (AFI 36-2110 Para 2.29.6.3.2.)

A1.2.1.23.2. Are personnel briefed on ramification of not obtaining required PCS retainability by no later than 30 days after receiving their DEROS option RIP? (involuntary DEROS extension/PCS declination via AF Form 964)? (AFI 36-2110 Para 3.8.4. Para 3.8.4.1. and Para 3.8.6.8.2.)

A1.2.1.24. Are requests for command sponsorship processed and submitted as outlined in AFI 36-2110 Para 3.6.2.?

A1.2.1.25. Do PRE advise members at the initial relocation interview if they have family members not enrolled in DEERS (children (step or adopted) or dependent parents) that they will be required to obtain a Dependency Determination for Travel from the local AFO? (Para 1.3.2.6.)

A1.2.1.26. Is new AF Form 965 (overseas Tour Election Statement) completed on personnel who are entering an IPCOT if they were unaccompanied and want to elect the accompanied tour? (AFI 36-2110 Table 3.8. and Para A20.2.1.1.)

A1.2.1.27. Are requests for concurrent travel submitted via PTI TVL when concurrent travel is not automatic? (AFCSM 36-699 Para 5.53.1.5.)

A1.2.1.28. Are procedures in effect to ensure members complete the AF Form 965 (Tour Election Statement) after reply is received for concurrent travel? (AFI 36-2110 Para 3.6.2.)

A1.2.1.29. Are procedures established to ensure members who are denied dependent travel are counseled on provisions of AFI 36-2110 Para A7.8.2.6. thru Para A7.8.2.9.)

A1.2.1.30. Is the AF Form 1466, **Dependent's Medical Clearance**, being accomplished for members who request command sponsorship or have approved in-place COT assignments when travel/entitlements are involved? (AFI 36-2110 Para A20.2.1.3.)

A1.2.1.31. Does the AF Form 899 reflect both the correct total number of months the member will serve as an extended long tour volunteer, and the fact that the member was selected as an extended tour volunteer (AFI 36-2110 Para 3.2.13.1.)

A1.2.1.32. Are commanders notified with 2 workdays when a cancellation of assignment occurs, and is a statement of acknowledgement maintained in the assignment relocation folder? (AFI 36-2110 Para 2.36. and AFI 36-2102 Para 1.3.1.8.)

A1.2.1.33. Are members notified of diversion by the most expeditious means (preferably in writing) of any assignment diversion? (AFI 36-2110 Para 2.35. and Para 2.36.)

A1.2.1.34. DELETED

A1.2.1.35. Concerning PCS Departure notification, does the PRE take the following actions: (Para 1.4.3. and Para 1.4.4.)

A1.2.1.35.1. Advise all interested agencies of impending relocation not later than 30 calendar days before the scheduled departure date or as soon as known for short notice assignments, by using a computer generated listing of departures? (Examples of agencies: Hospital, Office of Special Investigation, Financial Services Office, Army Air Force Exchange System Office of Special Investigations (AAFES), and Commissary)

A1.2.1.35.2. Do listings contain departing member's SSAN?

A1.2.1.35.3. Do listings include specific instructions for routing of Field Record Group (FRG) components?

A1.2.1.35.4. In addition to basic information on the Departure Listing, such as name, grade, SSAN, etc., is such information also listed such as the new base of assignment, reporting month, projected departure date and also include the names of members relocated on the short notice, even if already departure?

A1.2.1.35.5. Identify, in the notification, those personnel being relocated to a short tour area?

A1.2.1.35.6. Instruct agencies to send records to the MPF not later than 7 calendar days prior to the projected departure date?

A1.2.1.36. Are departing members required to clear unnecessarily through activities to which they are not obligated? (Para 1.3.2.9.)

A1.2.1.37. DELETED

A1.2.1.38. Is the AF Form 330, **Records Transmittal**, used when accomplishing the inventory of the FRG and documents prior to the member's final out-processing? (Para 1.4.4. and 1.5.2.)

A1.2.1.39. Are interviews conducted with departing members and AF Form 907 reviewed to determine whether all required out-processing actions have been accomplished? (Para 1.5.1.)

A1.2.1.40. DELETED

A1.2.1.41. Are members' Resource Augmentation Duty (READY) training records (if applicable) forwarded to gaining units with the FRG? (Para 1.4.4.)

A1.2.1.42. Are all requests for change to Projected Departure Date (PDD) that are greater than 5 days endorsed and approved by the member's Unit Commander and filed in the relocation folder? (AFSCM 36-699 Para 5.53.1.7.)

A1.2.1.43. Is PTI 52C input immediately upon determination of a change to the Projected Departure Date (PDD) and is the PDD within the member's DEROS Month? (AFSCM 36-699 V1 Para 5.53.1.7. and AFI 36-2110 Para 2.26.3. thru Para 2.26.4.)

A1.2.1.44. Have procedures been established to ensure that port call confirmation is updated in the PDS? (AFSCM 36-699 Para 5.53.1.6.1.)

A1.2.1.45. Is each member required to certify on 2 copies of the AF Form 899, the time and date of anticipated PCS departure? (Para 1.5.5.)

A1.2.1.46. Have procedures been established to ensure that member's actual departure (PTI 801) is updated NLT one duty day after departure? (AFMAN 36-699 Para 5.53.1.8.)

A1.2.1.47. Have procedures been established to ensure that member's departure month is the same as their DEROS month? (AFI 36-2110 Table 2.4.)

A1.2.1.48. Does PRE prepare AF Form 330 when it is necessary to send records or documents after initial record shipment and member has already departed/PCS? (AFI 36-2608 Para 2.15.)

A1.2.1.49. Has a suspense procedure been established to ensure that missing components and documents, which are forwarded subsequent to a member's departure, are sent by the established date? (Para 1.4.4.)

A1.2.1.50. Does PRE provide DPMPE a copy of AF Form 330 when OPR or EPR is due, but not forwarded with FRG? (Para 1.4.4.)

A1.2.1.51. Are procedures established to respond to no-show (211) reports generated by the gaining MPF? (AFSCM 36-699 Para 5.39.2.)

A1.2.1.52. Are procedures in effect to adjust DEROS on members involuntarily retained in the overseas area for quality control reasons? (AFI 36-2110 Para 3.10.)

A1.2.1.53. Are procedures in effect to account for all DEROS RIPs produced/requested and verified that all RIPs are returned from member and/or commander? (AFSCM 36-699 Para 5.54.2. and AFI 36-2110 Para 3.8.3.3.1.)

A1.2.1.53.1. Is a DEROS extension request submitted later than 30 days from the date the DEROS Election Option RIP was produced, submitted and considered as an exception to policy and does the group commander or equivalent recommend approval prior to being forwarded to HQ PACAF/DPAA for consideration? (AFI 36-2110 Para 3.8.6.6. and HQ PACAF/DPA 132329Z Oct 98 message)

A1.2.1.53.2. Does a curtailment request for a reason other than those listed in Table 3.11., is considered an exception and processed in accordance with para 1.5. with full justification and (if applicable) is the exception curtailment requests for more than 60 days originated from a general officer or equivalent? (AFI 36-2110 Para 3.8.9.2.)

A1.2.1.54. Is PRE suspending for completion retainability requirements that must occur within 30 calendar days after a DEROS extension is approved? (AFI 36-2110 Para 2.29.6.4.6.)

A1.2.1.55. When a member, who has served 60 or more consecutive days TDY in another overseas location with a tour length less than their home base requests and qualified for a tour length pro-ration, is the new DEROS being computed using the TDY location unaccompanied tour length and the DOD prescribed tour length the person is serving (not the extended tour length a member maybe serving) [EXAMPLE: A member assigned to Kadena is credited with 70 days TDY to "the desert" qualified for a tour pro-ration] (AFI 36-2110 Para 3.11.1.)

A1.2.1.56. Are personnel who request to cancel a voluntary extension briefed that the requested DEROS can not place them into an already allocated OS assignment cycle? (AFI 36-2110 Para 3.8.6.8.)

**A1.2.1.57. DEPENDENTS TRAVEL TO A DESIGNATED PLACE**

A1.2.1.57.1. Are accompanied members who receive a Consecutive Overseas Tour (COT) and expect to be unaccompanied by their dependents at the new assignments, counseled on the option of Dependent Travel to a Designated Place outside of the CONUS? (AFI 36-3020 Para 8.)

A1.2.1.57.2. Are designated place requests forwarded to the appropriate oversea MAJCOM? (AFI 36-3020 Para 8.2. and Table 4., Rule 2.)

A1.2.1.57.3. Does the member's letter contain their dependent's names, overseas travel destination (city, state, etc.), and reasons for request?

A1.2.1.57.4. Does the request contain the following documents:

- A1.2.1.57.4.1. Benefits and entitlements fact sheet
- A1.2.1.57.4.2. Member's completed tour election statement
- A1.2.1.57.4.3. AF Form 1466, **Dependent's Medical Clearance**
- A1.2.1.57.4.4. Member's assignment notification RIP
- A1.2.1.57.4.5. Their commander's recommendation endorsement
- A1.2.1.57.4.6. The MPF commander's recommendation endorsement

**A1.2.1.58. DEPENDENTS REMAINING IN THE OVERSEAS (DRO) AREA**

A1.2.1.58.1. Are members whose dependent's departure is delayed 60 days advised that they may request a continuation of station allowances? (AFI 36-3020 Para 3. and 8.4.)

A1.2.1.58.2. Are "Dependents Remaining in the Overseas Area" requests forwarded to HQ AFPC, with an info copy to the MAJCOM? (AFI 36-3020 Table 3., line 2)

A1.2.1.58.3. Does member's letter contain dependent's names, date dependents accompanied member to current duty station (if dependents were acquired overseas, include date of marriage and date command sponsorship was approved) (if dependents were individually sponsored, give date command sponsorship was approved), reasons for delayed departure of dependents (if for completion of schooling, provide statement as to the earliest date dependents can depart and still receive credit), requested duration of stay and termination date, status of dependents' passports and visas?

A1.2.1.58.4. Does the request contain the following documents:

- A1.2.1.58.4.1. Benefits and entitlements fact sheet.
- A1.2.1.58.4.2. The commander's endorsement with rationale for approval
- A1.2.1.58.4.3. The MPF commander's endorsement with information regarding the impact on support facilities.



**A1.2.1.59. DESIGNATED LOCATION MOVE (DLM)**

A1.2.1.59.1. Are the Designated Location Move requests forwarded to HQ AFPC and contain the following documentation?: (AFI-3020 Table 3.)

A1.2.1.59.1.1. Spouse's birth certificate or family census register

A1.2.1.59.1.2. Marriage certificate

A1.2.1.59.1.3. Resident Alien card

A1.2.1.59.1.4. Base housing office retainability statement

A1.2.1.59.1.5. Benefits and entitlements fact sheet

A1.2.1.59.1.6. Approved AF Form 1466, **Dependent's Medical Clearance**

A1.2.1.59.1.7. Commander's interview with member and spouse with a written assessment of spouse's abilities, including recommendations for approval or disapproval for travel

A1.2.1.59.1.8. The MPF Commander's review and recommendation

A1.2.1.59.2. Does the member's letter contain dependent's names, overseas travel destination (city, country), date spouse entered country, spouse's ability to drive, spouse's employment history, spouse's English language ability, and member's statement that they will not receive short tour credit if travel of dependents is approved to the same country as the dependent-restricted tour, but must serve a 24-month tour? (AFI 36-3020 Table 3.)

**A1.2.1.60. CONSECUTIVE OVERSEA TOUR (COT) LEAVE TRAVEL**

A1.2.1.60.1. Is deferred COT leave travel approved by the losing commander (HQ USAF 141305Z Jul 99 message)

A1.2.1.60.2. If member is authorized by the losing commander to defer their COT leave travel and orders are published, do the orders include the following statement: "Member and/or dependents are authorized to defer their COT leave travel entitlement for a period not to exceed one year after arrival at the new PDS."? (HQ USAF 141305Z Jul 99 message)

A1.2.1.60.3. If leave is granted in conjunction with COT deferment, does the orders reflect the following statement: "Member is authorized to take not more than 10 days leave enroute in conjunction with COT deferment."? (HQ USAF 141305Z Jul 99 message)

**A1.2.1.61. EARLY RETURN OF DEPENDENTS (ERD)**

A1.2.1.61.1. Is the ERD request forwarded to the authorized approval authority (AFI 36-3020 Table 1.)

A1.2.1.61.2. Does the member's letter contain the dependent's names, travel destination, justification for request, command sponsor approval, counseling of shipment of household goods, and privately owned vehicle shipment? (AFI 36-3020 Table 1.)

A1.2.1.61.3. Does the request contain the following documents (applicable to the request) from the:

- A1.2.1.61.3.1. Surgeon General's Office
- A1.2.1.61.3.2. Judge Advocate's Office
- A1.2.1.61.3.3. Mission Support Squadron Commander
- A1.2.1.61.3.4. Civilian Personnel Office
- A1.2.1.61.3.5. Housing Office
- A1.2.1.61.3.6. Chaplain's Office

A1.2.1.61.4. Is the ERD request endorsed by the member's Unit Commander, coordinated thru the MPF, and approved or disapproved by the installation commander or support group commander (if delegated)? (AFI 36-3020 Table 1.)

**A1.2.2. SEPARATION/RETIREMENT (GENERAL) (AFI 36-2102, unless other wise indicated)**

A1.2.2.1. Are relocation project folders prepared and maintained on each separatee/retiree? (Para 2.2.1.)

A1.2.2.2. Is the File Monitor TR reviewed to ensure correct action is being taken on an individual? (AFCSM 36-699 Figure 3.3.)

A1.2.2.3. (#) Is DIN ACJ, PROJ-DPT-DATE, updated for each separating and retiring member? (AFCSM 36-699, Vol 1, para 5.60.3.2.)

A1.2.2.4. (#) Are enlisted voluntary separation applications being submitted using AF Form 31? (AFI 36-3208, Para 3.1. & Figure 3.1.)

A1.2.2.5. Do Separations personnel notify HQ AFPC when members are within 60 days of their projected departure date and haven't received retirement orders? (AFI 36-3203, Para 2.5.5.)

A1.2.2.6. Do Separations personnel notify the Financial Services Office (FSO) in writing within 1 workday after initiating involuntary, short notice separations or retirements? (AFI 36-2102, Para 2.17. and AFI 36-3208, Para 6.9.11.)

A1.2.2.7. Are Field Records Group (FRG) for retirees and separatees forwarded to the appropriate custodian 5 days from separation/retirement? (AFI 36-2608, Table A6.3. - A6.11.)

A1.2.2.8. Is the DD Form 214WS used to prepare data for entry on the DD Form 214? (AFI 36-3202, Para 2.3.)

A1.2.2.9. Is a letter appointing an officer/NCO/Civilian (E-5 or GS-5 and above) to safeguard blank discharge certificates, DD Forms 214 and 215 on file? (AFI 36-3202, Para 8.3.)

A1.2.2.10. (#) Are blank separation documents secured after duty hours and obsolete forms destroyed? (AFI 36-3202, Para 8.3.1.)

A1.2.2.11. (#) Has the MPF/CC designated, in writing, individuals who need access to the PC-III "DD Form 214 Processing" application? (AFCSM 36-699, Vol 1, para 5.60.3.7.)

A1.2.2.12. (#) Are DD Forms 214 being prepared IAW AFI 36-3202, Table 4.?

- A1.2.2.13. (#) Do Separations personnel ensure PCS w/o PCA orders are produced for departees to the CONUS for separation/retirement processing? (Para 2.2.7.)
- A1.2.2.14. Is an information and instruction memorandum furnished to separating members during the initial preparation interview? (Para 2.3. & Attachment 12)
- A1.2.2.15. Are AF Forms 2587, **Security Termination Statements**, completed for all personnel separating or retiring and one copy filed in the UPRG and the relocation folder? (Para 2.4.2.)
- A1.2.2.16. If a member requests terminal leave in conjunction with retirement/separation, is the Financial Services Office notified of the member's departure date? (Para 2.2.8.2.)
- A1.2.2.17. Are members who request Leave required to provide a copy of the AF Form 988 (**Leave Authorization**) ten workdays prior to departure? (Para 2.2.8.2.)
- A1.2.2.18. Do Separations personnel notify the medical facility when a member elects a retirement physical? (AFI 36-3203, Para 5.4.1.)
- A1.2.2.19. (#) Do Separations personnel submit the initial report transaction for a final separation or retirement (E53) to DFAS not earlier than 120 days nor not later than 10 days prior to the effective date of the action? (AFCSM 36-699, Para 5.63.4.2.)
- A1.2.2.20. (#) Are individuals who are separated for reasons of hardship or dependency required to sign a statement of understanding regarding reenlistment prerequisites as stated in AFI 36-2002? (AFI 36-3208, Para 3.23.9.)
- A1.2.2.21. Do Separations personnel require members to sign a statement of understanding that they will not return to duty when terminal leave begins? (AFI 36-3003, 6.7.7.1.)
- A1.2.2.22. Has a staff officer been designated, in writing, to finalize actions outlined in AFI 36-3208, Table 1.2., lines 3-12 and lines 17-19 and 21-22? [Note 1 in Table 3.1, AFI 36-3208]
- A1.2.2.23. Is a current record review listing (within 30 days of individual's departure date) included in the FRGp for personnel returned to the CONUS for separation/retirement processing? (Para 2.20.1.)
- A1.2.2.24. Does the Separations Unit reflect short notice separations on the departure notification listing even if the next listing is published after the actual departure date? (Para 2.17.)
- A1.2.2.25. (#) Are discharge certificates signed by proper authority? (AFI 36-3202, Table 3., line 3)
- A1.2.2.26. Is a copy of Attachment 5, AFI 36-3202, *Discharge Review Fact Sheet* (and forms SF 180, DD Form 149, DD Form 293), provided to airmen separating under circumstances (except retirement) that make them ineligible for reenlistment and to officers discharged involuntarily? (AFI 36-3202, Para 21.1. and 21.2.)
- A1.2.2.27. (#) Do the Separations personnel notify the SPBC MPF by message or CRT-gram at least 5 workdays before member's departure providing arrival date, retirement effective date, PTDY, terminal leave, and any other pertinent data? (AFI 36-3203, Para 2.5.3.2.)
- A1.2.2.28. Is a completed copy of the relocation processing memorandum filed in the relocation folder? (Para 2.4.)

A1.2.2.29. (#) When a member is unable to Separate as scheduled, is the projection placed in a hold status? (AFCSM 36-699, Vol 1, Para 5.57.3.5.8.)

A1.2.2.30. Does Separations work with Accounting and Finance and review the MMPA to determine the cause and necessary corrective action upon receipt of an XKO4 management notice? (AFCSM 36-699, Vol 1 Para 5.63.4.7.)

A1.2.2.31. Are DD Forms 214 being properly distributed to the: (AFI 36-3202, Table 5.)

A1.2.2.31.1. Member (copies 1 & 4)

A1.2.2.31.2. Master Personnel Record with the FRG

A1.2.2.31.3. Veterans' Administration

A1.2.2.31.4. Department of Labor

A1.2.2.31.5. State Director of Veterans' Affairs

A1.2.2.31.6. Field Record Group

#### A1.2.3. **RETIREMENTS (AFI 36-3203, unless otherwise indicated)**

A1.2.3.1. Are retirement applications submitted under Table 2.2., Rules 11 - 19, forwarded through the MAJCOM? (Table 3.2, Rule 3)

A1.2.3.2. (#) Do Separations Unit personnel prepare the AF Form 1160 (**Military Retirement Action**), including any requests for waiver, if required? (Table 3.2., Rules 1, 2 and 3)

A1.2.3.2.1. Are suspenses established for return of AF Form 1160 within seven duty days after signature by the applicant? (Table 3.2., Note 1)

A1.2.3.2.2. (#) Is PTI 958 being input within one duty day after AF Form 1160 is returned from the unit? (Table 3.2., Rules 1 and 2)

A1.2.3.2.3. (#) When a waiver is required, is a copy of the AF Form 1160, with documentation, forwarded to HQ AFPC/DPMARR2? (Table 3.2., Rule 3)

A1.2.3.2.4. Are suspenses established for approval/disapproval responses from AFPC? (Table 3.2., Rules 1, 2, & 3)

A1.2.3.2.5. (#) Is the original copy of the AF Form 1160 filed in the individual's UPRG? (Table 3.2., Rules 1, 2, and 3)

A1.2.3.3. (#) Do AF Forms 1160 requiring waivers include a recommendation from the Unit Commander? (Table 3.2, Rule 3)

A1.2.3.4. (#) Does the MPF give applicants a copy of the pre-application checklist (attachment 7) before accepting the 1160, have the member sign the checklist and file a signed copy in the UPRG? (Para 3.2.3.)

A1.2.3.5. Are PCS without PCA orders provided that tell members when to report to SPBC (but no earlier than 3 workdays) before retirement or the date leave is to start? (Para 2.5.3.3.)

A1.2.3.6. Is HQ USAF/DPOB being advised immediately by message, with the MAJCOM/DP as an information addressee, when any colonel or colonel selectee applies for retirement? (Para 3.2.3.1.)

A1.2.3.6.1. Does the message contain the following:

A1.2.3.6.2. Date of the application

A1.2.3.6.3. Requested Date of retirement

A1.2.3.6.4. Member's duty AFSC

A1.2.3.6.5. Date which Terminal leave or PTDY (or both) will begin?

**A1.2.4. INVOLUNTARY DISCHARGES (AFI 36-3208, unless otherwise specified)**

A1.2.4.1. Has the Special Court Martial (SPCM) authority set local processing time standards for each agency involved to ensure all actions are completed with the Air Force goals? (Para 6.7.1.)

A1.2.4.2. (#) Are cases being processed within the average time goals established by Table 6.4.?

A1.2.4.3. (#) Do Separations Unit personnel ensure personnel are medically cleared for separation? (Para 6.11.)

A1.2.4.3.1. Are examinations scheduled as soon as possible after an involuntary discharge case is initiated? (Para 6.9.3.)

A1.2.4.4. Are "HAF directed" EPRs rendered for cases involving parenthood (Para 5.9.), conditions that interfere with military service (Para 5.11.), or unsatisfactory performance (Paras 5.25. and 5.26), exceeding body fat standards (Para 5.65.), or is the absence explained in the commander's recommendation letter? (Para 6.4.)

A1.2.4.5. Are Separation Unit personnel providing a copy of Attachment 15 on all short notice separations? (AFI 36-2102, Para 2.17.)

A1.2.4.5.1. (#) Is the AF Form 907 reviewed to confirm all required actions are complete? (Para 2.19.1. & 2.19.2.)

A1.2.4.6. (#) Are involuntary discharge recommendation/notification/acknowledgment letters properly formatted? (See Figures 6.1 - 6.11.)

A1.2.4.7. Does the Separations Unit coordinate with affected workcenters to ensure such actions as early SRP consideration, update of RBA code, promotion withhold/removal action and resolution of temporary PRP decertification are effected prior to discharge? (AFI 36-2606, AFI 36-2104, Para A3.3., AFI 36-2502, Table 1.1, Rule 14.)

A1.2.4.8. (#) Does the Separations Unit notify the port separation facility by message providing name, SSAN, grade, character of discharge, authority for discharge and flight info on involuntary discharges? (AFI 36-2102, Para 2.18.)

A1.2.4.9. If an enlisted member agrees to conditions of probation and rehabilitation, is a complete copy of the AFI 36-3208 case file sent to the Records Unit for filing in the UPRG? (Table 2.1., Item 197)

A1.2.4.10. Is the Immigration and Naturalization Service notified by letter as to the facts and dates of discharge when naturalized personnel are Separated under other than honorable conditions? (AFI 36-3202, Para 22.2. & Attachment 1)

A1.2.4.11. Are temporary ID cards issued to members pending involuntary discharge IAW AFI 36-3026, Para 4.2.?

A1.2.4.12. Are procedures regarding unrecovered cards followed? (AFI 36-3026, Para 4.1.)

**A1.2.5. OFFICER SEPARATIONS (AFI 36-3207 unless otherwise specified)**

A1.2.5.1. Does the MPF complete actions required by Para 1.4.?

A1.2.5.1.1. (#) Is the Air Force Form 780 (**Officer Separation Actions**) completed per Attachment 6?

A1.2.5.2. Are applications for resignations, applications for discharge, and requests for release from active duty processed within time limits (application must be processed as expeditiously as possible at each echelon of command and forwarded normally within five workdays)? (Para 2.7.2.)

A1.2.5.3. DELETED

A1.2.5.4. (#) Does the Separations Unit ensure the appropriate commander's endorsement is included on all applications? (Para 2.6.)

**A1.2.6. LENGTHY SERVICE DISCHARGE PROGRAM (AFI 36-3208 unless otherwise specified)**

A1.2.6.1. (#) Did the correct discharge authority approve the case? (Para 1.1.2.)

A1.2.6.2. Is the discharge authority stating the specific Paragraph/Sub-paragraph in the approval letter?

A1.2.6.3. (#) Does the letter approving discharge include a recommendation for lengthy service probation? (Para 6.36.)

A1.2.6.4. If AFI 36-3208 has recently changed, was the case processed under the Paragraph for which it was originally served? (Para 1.29.)

A1.2.6.5. Is the specific Paragraph/Sub-paragraph cited as the basis for discharge the same on the recommendation for discharge letter, notification letter, airman's acknowledgment letter, and conditional/unconditional waiver letters?

A1.2.6.6. (#) Does the notification letter contain a statement advising the member that he/she may request lengthy service consideration? (Figure 6.6., Note 4; Figure 6.10.)

A1.2.6.7. In cases involving joint processing (if the separation authority directs discharge for more than one reason), did the discharge authority specify the primary reason for discharge? (Para 6.46.)

A1.2.6.8. (#) Is the legal review included in the case file? (Para 6.11.)

A1.2.6.9. Are there two copies of the physical in the case file? (AFI 36-2102, Para 2.2.5.)

A1.2.6.9.1. Is the physical valid? (6.3.)

A1.2.6.9.2. Is the SF 88 signed by the Senior Profile Officer or Director of Base Medical Services (DBMS)? (Para 6.3.)

A1.2.6.10. (#) Are all source documents listed in the commander's report (Figure 6.5.) contained in the case file?

A1.2.6.10.1. Supporting documents--for the reason for discharge (Para 6.9.4.)

A1.2.6.10.2. Documents containing derogatory information--which are not listed in the notification letter. (Figure 6.1 and 6.2.)

A1.2.6.10.3. Airman's acknowledgment (figure 6.7.)

A1.2.6.11. Is the original and one copy of the case file forwarded to the parent MAJCOM/DPP? (Para 6.36.)

#### A1.2.7. **PORT SEPARATION (AFI 36-2102, unless otherwise specified)**

A1.2.7.1. Are required actions accomplished prior to the member's departure from the overseas area unless otherwise indicated? (Chapter 2)

A1.2.7.2. Are reserve officers who are being released from active duty returned to port early enough to allow for authorized travel time? (JFTR, Para U5160)

A1.2.7.3. Are individuals retiring at the port scheduled to return to the CONUS no earlier than three duty days prior to their retirement date or terminal leave start date? (AFI 36-3203, Para 2.5.3.3.)

A1.2.7.4. (#) Are the following documents being included in the FPRG when the Separatee is being returned to the port: (Para 2.20.1.)

A1.2.7.4.1. DD Form 214 (unauthenticated) ?

A1.2.7.4.2. VA Form 21-526e? (If applicable)

A1.2.7.4.3. DD Form 803? (If applicable)

A1.2.7.4.4. Two copies of PCS without PCA orders and original AF Forms 100 (unauthenticated)(and amendments if applicable)?

A1.2.7.4.5. Letter, Health Care Election for Separation (with attachment, if appropriate)?

A1.2.7.4.6. AF Form 988, **Leave Request/Authorization**? (If applicable)

A1.2.7.4.7. Medical Records or certificate in lieu of? [NOTE: Dental records are mailed Separately to HQ ARPC (for voluntary Separatees) or HQ AFPC (for involuntary Separatees)]

A1.2.7.4.8. Case file documenting approval for airman separating prior to expiration of term of service (PETS)?

A1.2.7.4.9. Current Records Review List RIP (within 30 days) to assist Port Separation Facility in preparing the DD Form 214?

A1.2.7.4.10. Copy of letter directing placement on appellate review leave for member being returned to base nearest his/her home? (if applicable)

A1.2.7.4.11. Copy of courts-martial orders for member being returned to base nearest his/her home? (if applicable)

A1.2.7.5. Is the UPRG being screened and appropriate documents removed IAW AFI 36-2608? (Para 2.20.3.)

A1.2.7.6. Are separating or retiring members provided Attachment 11 and appropriate identification requirements accomplished? (Para 2.2.12.)

A1.2.7.7. (#) Is the port separation facility notified at least 5 days prior to departure for all Separates or retirees returning to the CONUS for separation processing? (Para 2.18.)

A1.2.7.8. (#) Is the DD Form 214WS compatible with the data in the UPRG and RRL RIP (i.e., DD Form 214WS reflects a reenlistment code of 4I but RRL RIP shows a reenlistment code of 4J)? [If data on the RRL RIP changes but there's not enough time to receive another RRL RIP before the member's departure, annotate the corrections on the RIP accordingly.] (AFI 36-3202, Para 5.2.)

A1.2.7.9. Is the DD form 214 completed in full with the exception of authentication? (AFI 36-3022, Para 15.2.1.1.)

A1.2.7.9.1. Are all courses listed on the DD Form 214 worksheet reviewed and verified prior to entry on the DD Form 214? (AFI 3202, Para 5.3.)

A1.2.7.9.2. Is the overseas ribbon for the current overseas tour listed on the 214WS? [NOTE: Recommend DPMARS review the worksheet with the separating member and have him or her initial and date the back of the form indicating his or her agreement/acknowledgment.]

A1.2.7.9.2.1. Are source documents for date of rank, especially in cases involving reduction in grade via punishment under Art 15, UCMJ, in the UPRG? (AFI 36-2608)

A1.2.7.9.2.2. Does the separation authority's approval letter cite the primary Paragraph or subparagraph for involuntary discharges under AFI 36-3208? (AFI 36-3208, Para 6-19)

**A1.2.8. TRAINING MANAGEMENT SYSTEM (TMS) (AFCSM 36-699 Volume 1 unless otherwise specified)**

A1.2.8.1. Are prerequisites and any special requirements checked for that course (example: security clearances, PRP, grade restrictions) (Para 5.72.5.3.)

A1.2.8.1.1. Are those prerequisites and special requirements provided on the TNGALC RIP?

A1.2.8.2. Is the TNGALC RIP forwarded to the unit within five workdays of receipt, with a reasonable suspense date for the unit to return it completed? (5.72.5.5.)

A1.2.8.3. Do clerks ensure the member completes the TNGALC RIP, and the commander or a designated representative has approved the attendance, and the member has met all prerequisites and commitments before a quota is confirmed by a PTI 702? (Para 5.72.6.2.)

A1.2.8.4. After PTI 702 is processed on an individual and it becomes necessary to substitute another individual for that quota, is PTI 703 updated? (Para 5.72.6.4.)

A1.2.8.5. Does the MPF ensure that all quotas received are used or are "returned" to the TRQI that sub-allocated them? (Para 5.72.7.)



A1.2.8.6. When the unit commander certifies that a quota is needed but the selected or nominated individual does not meet the course prerequisites, does the MPF ensure the commander's request for a waiver is fully justified before processing PTI 720? (Para 5.72.7.1.)

A1.2.8.6.1. Is a Request for Waiver obtained before the student out-processes?

A1.2.8.7. Are requests for cancellations dated, signed, and justified by the commander or a designated representative? (Para 5.72.7.2.)

A1.2.8.7.1. Does the MPF send an out-of-system message to the TRQI for class start date that is within 45 days?

A1.2.8.8. Does the clerk ensure changes in course-ID, class-ID, class start or graduation are included in the TDY/PCS orders? (Para 5.72.8.2.)

A1.2.8.9. Does the clerk ensure member complies with additional course prerequisites or course commitment requirements? (Para 5.72.8.3.)

A1.2.8.10. Are change RIPs being forwarded to the using unit within three workdays of receipt? (Para 5.72.8.4.)

A1.2.8.10.1. Is the Unit suspended for acknowledgment of the change RIP by using PTI 701?

A1.2.8.11. In order to minimize personal hardship and to insure that all TDY processing ceases, are cancellation notices handled immediately? (Para 5.72.9.)

A1.2.8.12. Is the individual and unit notified of the cancellation within 3 workdays of receipt of cancellation RIP? (Para 5.72.9.2.)

A1.2.8.13. (#) Are personnel counseled concerning Active Duty Service Commitment Dates (ADSCs) incurred resulting from education or training, except when training is given en route? (Para 5.72.11.)

A1.2.8.14. Majority of course completions are automatically reported throughout the TMS, however, are courses reported via PTI 50A when it's a Type 4 training and the owner is 0JFT? (Para 5.72.12.)

A1.2.8.15. In the event a member cannot provide an AF Form 1256 is AETC/DAQ or 3785 FTW/TTDER contacted for replacement copies? (Para 5.72.12.4.)

### **A1.3. Not used.**

#### **A1.3.1. (#) OFFICER CLASSIFICATION**

A1.3.1.1. Are AFSCs updated only after verification that an officer meets AFSC award criteria IAW 36-2101? (AFI 36-2101, Para 3.1.)

A1.3.1.2. Is the classification upgrade suspense date (DIN NFA) used to suspense officers for award of intermediate or fully qualified level AFSCs and prefixes? (AFCSM 36-699 Vol I, Para 5.49.4.7.12.)

A1.3.1.3. Are officer AFSCs properly awarded? (AFI 36-2101, Para 3.15, Table 3.4 and 3.5.)

A1.3.1.4. Are AFSCs awarded after the commander or supervisor evaluates an officer's qualification for award of the intermediate or fully qualified AFSC and the annotated RIP is returned? (AFCSM 36-699 Vol I, Para 5.49.4.7.11.)

A1.3.1.5. Has the mandatory requirements in AFMAN 36-2105 for award of the prefix been verified properly approved? (AFMAN 36-2105, Attachment 2.)

A1.3.1.6. Are reporting identifiers awarded as Primary and Duty or awarded as just Duty AFSC as appropriate? (AFMAN 36-2105, Attachment 3.)

A1.3.1.7. Are officers serving in the SDI and meet the mandatory AFMAN 36-2105 qualifications? (AFMAN 36-2105, Attachment 4 and AFI 36-2101, Table 3.5.)

A1.3.1.8. Are rated or aircrew AFSCs withdrawn when the officer is removed from aviation service for other than physical reasons by aeronautical orders? (AFI 36-2101, Para 4.1.11.)

A1.3.1.9. Are members of the Medical Service Corps (MSC) awarded only MSC AFSCs (4XXX)? If a medical officer possess AFSCs in other than the 4XXX series, is it approved by HQ AFPC/DPAMF? (AFI 36-2101, Para 3.7.4.1.)

A1.3.1.10. Do officers possessing a current aeronautical rating have the AFSC denoting the best aircrew qualifications as either primary, secondary or tertiary? (AFI 36-2101, Para 3.2.3.)

#### **A1.3.2. AIRMAN CLASSIFICATION**

A1.3.2.1. Do all awarded five, seven and nine level AFSCs or CEM code in which two or more AFSCs merge, reflect the appropriate feeder AFSC as an awarded AFSC? (AFI 36-2101, Para 3.32.)

A1.3.2.2. Are CMSgts and CMSgt selectees awarded appropriate Chief Enlisted Manager (CEM) codes? (AFI 36-2101, Table 3.7.)

A1.3.2.3. Is the pre-conversion Table 007 DESIRE run not later than 45 days prior to the conversion date. (1 May and 1 Nov)? (AFCSM 36-699 Vol I, Para 5.48.3.1.)

#### **A1.3.3. (#) AFSC WITHDRAWAL ACTIONS**

A1.3.3.1. Are procedures established to insure that copies of all AFSC withdrawal case files for substandard performance are forwarded to MAJCOM for review within 30 days? (AFI 36-2101, Paras 4.1.4. and 4.1.4.3.4.2.)

A1.3.3.2. Are all findings and recommendations sufficiently detailed to allow proper review and decision by approving authority? (AFI 36-2101, Para 4.1.4.3.4.1.)

A1.3.3.3. Are evaluation officers appointed by letter, signed by the MSS/CC? (AFI 36-2101, Para 4.1.4.3.)

A1.3.3.4. Is a written evaluation provided by a technical advisor? (AFI 36-2101, Para 4.1.4.3.)

#### **A1.3.4. SPECIAL EXPERIENCE IDENTIFIERS (SEIs)**

A1.3.4.1. Are appropriate SEIs awarded to personnel who require them and meet the minimum requirements for award of the SEI? (AFI 36-2101, Para 3.13.3.1.)

A1.3.4.2. Are requests for withdrawal of airmen SEIs processed IAW AFI 36-2101, paras 3.13.5.3. and 3.13.5.4. ?

A1.3.4.3. Are procedures established to monitor the SEI program to include RIP SEI-CER and the assignment/award of SEIs to CAFSC-SEI positions in concert with Employment? (AFCSM 36-699 Vol I, Paras 3.13.5.3 and 3.13.5.4.)

**A1.3.5. (#) SPECIAL DUTY ASSIGNMENT PAY (SDAP) (AFI 36-3017, unless otherwise indicated)**

A1.3.5.1. Are procedures established to ensure monthly SDAP rosters are forwarded to unit commanders for review to ensure eligibility requirements are met to include their certification? (AFSCM 36-699 Para 5.21.1.)

A1.3.5.2. Are JUMPS inputs to DFAS-DE on SDAP accomplished using PTI SDA to start, stop, or change pro-pay status? (AFSCM 36-699 Para 5.21.4.1.)

A1.3.5.2.1. Are PTIs 305 and 306 used to correct or delete SDAP data previously reported? (AFSCM 36-699 Para 5.21.4.3. and Para 5.21.4.4.)

A1.3.5.2.2. Are PTIs 301 (START), 302 (STOP), and 304 (CHANGE) used to reflow correction of JUMPS rejected transactions? (AFSCM 36-699 Para 5.21.4.2.)

A1.3.5.3. Are all requests for SDAP reviewed to ensure application of proper rates? (Table 2.)

A1.3.5.4. Does Employment personnel update all actions in support of the SDAP program in the PDS upon receipt of source documentation from the units? (AFSCM 36-699 Para 5.21.1.)

A1.3.5.5. Is SDAP being terminated when airmen are assigned to a duty not requiring qualifications on which pay is based, except as indicated in AFI 36-3017? (Table 3.)

**A1.3.6. AIRMEN RETRAINING (AFI 36-2626 unless otherwise specified)**

A1.3.6.1. Are MPFs assisting airmen in determining their eligibility for and in applying for retraining to include initial quality review and evaluation of the member's UPRG? (Paras 2.3.1., 2.3.6. and Table 2.1.)

A1.3.6.2. Are medical standards and/or physical profiles determined before the applicant attempts to finalize the application? (Para 2.3.4.1. and AFMAN 36-2108)

A1.3.6.3. Is USAF Retraining Advisory (USAFRA) produced weekly (highly recommended)?

A1.3.6.4. Does the initial retraining counseling session determine retraining eligibility via review of the USAFRA and AFI 36-2626, Chapters 2 and 3, specifically Para 3.1.1.4. (first-term) and Para 3.2. (second-term and beyond)?

A1.3.6.5. When airmen have been determined to be disqualified in their current AFSC, are retraining applications expedited?

A1.3.6.6. Are airmen disqualified for reasons beyond their control (not for cause), with no other awarded specialty, advised to apply for five (5) AFSCs displaying a USAFRA shortage for which qualified?

A1.3.6.7. Are personnel who are disqualified for reasons beyond control (not for cause), signing statement of understanding regarding HQ AFPC selective retraining prerogative and is statement attached to the retraining RIP? (Attachment 5, Para A5.4.2.)

A1.3.6.8. Is the MPF ensuring retainability requirements are met within 10 calendar days from receipt of approved retraining applications for careers retrainees? (Para 2.4.3. and Table 2.3.)

A1.3.6.9. Are requests for withdrawal/release from approved retraining being processed IAW Table 2.4.?

A1.3.6.10. Is the MPF selecting AFSCs for airmen who are disqualified for cause who possess no other awarded AFSC? (Para 3.3.2.7.)

A1.3.6.11. Does the MPF notify airmen of retraining approval within three workdays? (Para 2.4.1.)

**A1.3.7. (#) EMPLOYMENT (AFSCM 36-699 unless otherwise specified)**

A1.3.7.1. Are work center personnel complying with the policies/procedures established in USAF directives, which support the Privacy Act of 1974? (AFI 37-132)

A1.3.7.2. Does Employment support the Individualized Newcomer Treatment and Orientation (INTRO) program manager? (AFI 36-2103 Table 1.)

A1.3.7.3. Are incoming clearance record files established and maintained until the arrival of incoming members? (AFI 36-2102 Para 3.2.)

A1.3.7.4. Upon receipt of the FRG, do Employment personnel inventory the applicable components against the AF Form 330? (AFI 36-2102 Para 3.2.3.)

A1.3.7.5. Have in-processing procedures been established to ensure that IDA worksheet are coordinated by appropriate work units having an interest or responsibility for in-processing? (Para 5.40.4.1.)

A1.3.7.6. Is all required information, that normally changes on a member when completing a PCS move, included on the IDA worksheet? (Para 5.40.4.1)

A1.3.7.7. DELETED

A1.3.7.8. Is the number of days TDY en route being entered on the IDA worksheet and updated in the Personnel Data System (PDS) for members who were TDY en route on PCS reassignment? (Para 5.40.4.2.)

A1.3.7.9. Is Employment personnel certifying the time of arrival along with the date arrived station on the AF Form 899? (AFI 36-2102 Para 3.2.2.)

A1.3.7.10. Are initial DEROS updates accomplished within 30 days from Date Arrived Station? (Para 5.41.1.)

A1.3.7.11. Is Employment personnel monitoring all duty information updated and, when initiated by units, coordinate on officer duty changes? (Para 5.42.1.)

A1.3.7.12. Are procedures established to ensure all accessions are updated and monitored to include the creation of pay records which will establish the Master Military Pay Account? (Para 5.36.2.)

A1.3.7.13. Are AF Form 1299, DD Form 220, DD Form 1351 prepared and distributed to HQ AFPC/DPPAOR for members ordered to Extended Active Duty (Para 5.36.2.)

A1.3.7.14. DELETED

A1.3.7.15. If TTI 106 was not updated by the TDY MPF and duty status expiration date expires, does the gaining Employment personnel contact HQ AFPC/DPPAO to determine the date the member will arrive and update PTI COR KAC to the date provided (Para 5.36.4.1.)

A1.3.7.16. DELETED

A1.3.7.17. Are procedures established to ensure that the correct DEROS change reason code is used to initially establish a member's DEROS in PDS? (AFI 36-2110 Table 3.9.)

A1.3.7.18. DELETED

A1.3.7.19. Are PDS duty titles (DIN JAJ) descriptive of the actual functions being performed? (Para 5.42.3.3.6.) [NOTE: Not necessarily the AFSC description contained in AFI 35-2105 or AFI 36-2108]

A1.3.7.20. Are the proper command levels used for all duty titles? (Para 5.42.3.3.6.)

A1.3.7.21. Are abbreviations used only to compress the functional descriptor into 31 characters and are they clear and understandable? (Para 5.42.3.3.6.)

A1.3.7.22. Are officer duty histories being updated for those officers who have arrived PCS and had TDY en route? (Para 5.42.3.3.7.)

A1.3.7.22.1. Is the Chief/NCOIC of Employment coordinating and reviewing all changes to officer's duty history? (Para 5.42.3.3.8.2.)

A1.3.7.23. Is a source document suspense file being maintained on all officer DAFSC changes pending final action by AFPC?

A1.3.7.24. Are pseudo duty position numbers (8888888) being used on officers only under the conditions authorized IAW AFI 36-2110 Para 2.46.?

A1.3.7.25. Are procedures in effect to award short tour credit for those individuals that have completed an initial short tour and have an approved IPCOT? (AFI 36-2110 Para 3.5.2.5.)

A1.3.7.26. Does Employment personnel assist units and commanders in determining that members are, in fact, no shows? (Para 5.39.). [The PRU should also be notified when PTI 211 is updated in the PDS]

A1.3.7.27. When the member's Date Arrived Station (DAS) in the PDS does not match the date in the DFAS file (MMPA) and a RIP is produced, does Employment validate the accuracy of the data, check other related data items on the IDA, coordinate with appropriate work centers and servicing AFO, and take appropriate action as required? (Para 5.40.4.6.)

A1.3.7.28. Are processing discrepancies by message reported from the MPF or GSU directly to the losing MPF with an information copy to the parent MAJCOM of losing MPF? (AFI 36-2102 Para 3.2.4.)

A1.3.7.28.1. Are names, SSANs, grades, order numbers, and dates of discrepancies occurred on Processing Discrepancy messages (AFI 36-2102 Para 3.2.4.)

A1.3.7.28.2. Does the gaining MPF suspense the initial reported discrepancy for receipt of missing documents based on a reasonable mail time from requested agency? (AFI 36-2102 Para 3.2.4.)

A1.3.7.29. Are components/documents of the UPRG/FRG forwarded to the appropriate action agencies? (AFI 36-2608 Attachment 2)

A1.3.7.30. Are procedures and suspenses established to monitor airmen assigned TDY out of their CAFSC? (AFI 36-2101 Para 2.17.1.)

A1.3.7.31. Are procedures established to ensure airmen that have received a Selective Reenlistment Bonus (SRB), Enlistment Bonus (EB), or Broken Service Selective Reenlistment Bonus (BSSRB) are not assigned TDY out of their bonus skill for more than 90 days? (AFI 36-2101 Para 2.17.2.)

A1.3.7.32. Are requests to place primary/optional enlisted crew members on flying status reviewed to ensure members are assigned to authorized prefix "X" Unit Manning Document (UMD) positions? (AFMAN 36-2108, Attachment 2)

A1.3.7.33. Does the CAFSC match the DAFSC except for those personnel being monitored for 130 days out of CAFSC? (AFI 36-2101 Para 2.17.1.)

A1.3.7.34. Is the CAFSC of airmen who possess no other AFSC being designated as Reporting Identifier (RI) 9A000 and 9A100? (AFI 36-2101 Para 2.20.)

A1.3.7.35. Does Employment perform duties as the OPR for DAFSC/CAFSC conversion actions? (Para 5.48.3.)

A1.3.7.36. Is the CAFSC suffix for three-level airmen changed to match the suffix in which the individual will be utilized?

A1.3.7.36.1. Is this change accomplished during in-processing? (AFI 36-2101 Para 2.24.)

**A1.3.8. (#) PERSONNEL RELIABILITY PROGRAM (AFI 36-2104 unless other wise indicated)**

A1.3.8.1. Does the MPF PRP monitor coordinate and disseminate information to units, commanders and supporting staff agencies? (Para 2.3.2.)

A1.3.8.2. Upon receipt of assignment allocation which identifies a requirement to administratively certify the member for duties under PRP, is the MPF Relocations coordinating the requirement to certify with the MPF Chief and MPF PRP Monitor? (Para A2.1.1.)

A1.3.8.3. Are the MPF Relocation personnel requesting assignment reclaims when administrative certification results in permanent decertification (if applicable)? (Para A2.1.1.3.)

A1.3.8.4. Does the MPF PRP Monitor Ensure RIP PRPCER or AF Form 286 is produced and forwarded to the losing commander for processing the administrative certification? (Para A2.1.2.)

A1.3.8.5. Does the MPF PRP Monitor ensure administrative certification is completed in timely manner (30 days maximum)? (Para A2.1.3.2.)

A1.3.8.6. Is a copy of RIP PRPCER being provided to Personnel Relocations and the original filed in the UPRG? (Para A2.5.3.)

A1.3.8.7. Does the MPF Chief ensure the certification is complete to include verifying the security date prior to PCS orders being published? (Para A2.5.1.)

**A1.3.9. (#) AWOL/DESERTION - AF FORM 2098 (AFI 36-2911 unless otherwise specified)**

A1.3.9.1. If a member is found to be Absent Without Authority, does the MPF ensure the AF 2098 is processed to change the duty status code within 24 hours of initial determination? (Table 1., Step 2)

A1.3.9.2. Is the commander's inquiry and status report attached to the HQ AFPC copy of the DD Form 533? (Table 1., Step 5)

A1.3.9.3. Does the MPF notify the unit of assignment when PCS, TDY and Reserve members ordered to active duty fail to report at the times their orders specify? Exception: Reserve members ordered to active duty for training for their annual training. (Para 2.4.1.)

A1.3.9.4. When a commander administratively classifies a member as a deserter, does the MPF send DD Form 553 and a deserter message? (Para 3., Table 1., Step 5)

A1.3.9.5. Does the MPF verify the individual's continued absence and distribute status reports to HQ AFPC/DPPRS and MAJCOM? (Table 1., Step 6)

A1.3.9.6. Assist commanders in processing the DD Form 553 for a member administratively classified as a deserter? (Para 2.4.6.)

A1.3.9.7. If a member is returned to the Military at Other than the Unit of Assignment, does the MPF for the detaining unit ask for disposition instructions by message? (Para 4.6.1.)

A1.3.9.8. If a commander finds an erroneous report of unauthorized absence, does the MPF destroy all records pertaining to it? (Para 4.8.)

#### **A1.3.10. OFFICER PROFESSIONAL MILITARY EDUCATION (PME)**

A1.3.10.1. Does Personnel Relocations use effective procedures to identify sufficient primaries and alternates to ensure all Squadron Officer School (SOS) quotas are filled? (AFI 36-2301, Para. 2.7.2., PACAF Sup 1, Para. 2.7.2.1.)

A1.3.10.2. Does Personnel Relocations, at short tour locations, ensure only those serving two-year tours or those serving one-year extensions of their original 12-month tour are considered for SOS in-residence attendance? (AFI 36-2301, PACAF Sup 1, Para. 2.7.2.1.)

A1.3.10.3. Does Personnel Relocations use effective procedures to ensure officer's total active federal commissioned service dates (TAFCSO) are between four to seven years for SOS in-residence? If not, are waivers of one year approved by the wing commander and more than one year forwarded to MAJCOM/DP for approval? (AFI 36-2301, Para. 3.3.1. and Table 1, PACAF Sup 1, Para.2.7.5.1.)

#### **A1.3.11. ENLISTED PROFESSIONAL MILITARY EDUCATION (PME) (AFI 36-2301, PACAF Sup 1 dtd 16 Feb 96, unless otherwise indicated)**

A1.3.11.1. Has Personnel Relocations established local procedures for selection and release from selection for Non Commissioned Officer Academy (NCOA) attendance? (Para 2.8.8.1.)

A1.3.11.2. Has Personnel Relocations produced computer listings identifying primary and alternate selectees to fill allocated NCOA and Airman Leadership School (ALS) quotas? (Para 2.8.8.2.)

A1.3.11.3. Does Personnel Relocations ensure that NCOA selectees are notified at least two weeks prior to class start date? (2.8.8.3.)

A1.3.11.3.1. Are TDY students notified of flight information? (2.8.8.3.) [NOTE: Travel arrangements will be made to comply with reporting requirements established by each school]

A1.3.11.4. Is Personnel Relocations ensuring units conduct weight checks, body fat measurements, and height checks on individuals selected for PME attendance IAW AFI 40-502 (*The Weight Management Program*), Para 11.4.2.? (Para 2.9.1.1.)

A1.3.11.5. Is Personnel Relocations confirming quotas after the Training Quota Allocation Notice (TNGALC) RIP has been completed by the member, the commander (or designated rep) approving attendance, and upon verification that the member has met all prerequisites and commitments? (IAW AFMAN 36-2622, Para 6.69.6.2.)

**A1.4. (#) BASE TRAINING ELEMENT (DPMAT) (AFI 36-2201, Section 4.8)**

A1.4.1. Has the BTM been assigned the duty of unit education and training manager or any other additional duties which detract from their primary responsibilities? (4.8.1.1.)

A1.4.2. Does the BTM serve as the base training advisor on ways to improve OJT programs and cost effective methods to meet specialty qualification and skill level upgrade requirements to: (4.8.2.)

A1.4.2.1. Unit commanders?

A1.4.2.2. Training activities?

A1.4.3. Once BTM receives AETC Form 156, **Student Record of Training**, on an initial skills training graduate assigned to their base, is the form forwarded through the unit commander to the immediate supervisor? (4.8.3.)

A1.4.4. Does the BTM assist unit personnel in training others to do mission jobs by: (4.8.4.)

A1.4.4.1. Helping them develop effective OJT planning, scheduling, managing, evaluating, and documenting functions that support: (4.8.4.1.)

A1.4.4.1.1. Unit operations?

A1.4.4.1.2. Mission priorities?

A1.4.4.1.3. CFETP requirements?

A1.4.4.2. Conducting Staff Assistance Visits annually (18 Months for AFRES/ANG Units) on the unit education and training manager or additional duty training managers responsibilities? (4.8.4.2)

A1.4.4.2.1. Was a written report submitted to the unit commander?

A1.4.4.2.2. Was the command training manager provided a copy?

A1.4.4.2.3. When tenant units are visited is the appropriate command training manager provided a copy?

A1.4.4.2.4. Does BTM provide HQ ARPC a copy when IMAs are assigned?

A1.4.4.3. Administering the Air Force Training Course program? (4.8.4.3.)

A1.4.4.3.1. Does BTM train personnel to teach this course?

A1.4.4.3.2. When required, does BTM teach the course?

A1.4.5. Does BTM coordinate OJT policy and program changes with: (4.8.5.)

A1.4.5.1. installation commanders?

A1.4.5.2. supported units?

A1.4.5.3. MAJCOM training managers?



A1.4.6. Does BTM review and coordinate base and unit level training (4.8.5.1.)

A1.4.6.1. Publications?

A1.4.6.2. Supplements?

A1.4.6.3. Operating instructions?

A1.4.6.4. Make recommendations to OPR?

A1.4.6.5. Coordinate with appropriate MAJCOM training managers?

A1.4.7. Does BTM respond to requests for support OJT by identifying training resources and coordinating assistance for supported units with: (4.8.6.)

A1.4.7.1. Other bases or local units?

A1.4.7.2. Training providers?

A1.4.7.3. MAJCOM training managers?

A1.4.7.4. Contingency program OPRs to help incorporate wartime requirements into base and unit exercises?

A1.4.8. Does BTM serve as the base POC for training feedback, external training evaluations, and surveys by: (4.8.7.)

A1.4.8.1. Coordinating support in response to unit training feedback?

A1.4.8.2. Forwarding feedback that personnel provide to command training managers?

A1.4.8.3. Monitoring corrective actions?

A1.4.9. Does BTM serve as the base POC for the Occupational Survey Program? (4.8.8.)

A1.4.10. Does BTM serve as the base AFSC 3S2X1 functional manager by (not applicable to ANG/AFRES unless indicated): (4.8.9.)

A1.4.10.1. Ensuring that unit training managers and additional duty training managers are trained and qualified (applicable to ANG/AFRES)?

A1.4.10.2. Supporting unit training programs that help meet mission requirements (applicable to ANG/AFRES)?

A1.4.10.3. Coordinating on AFSC 3S2X1 retrainee applications?

A1.4.10.4. Interviewing prospective AFSC 3S2X1 retrainees?

A1.4.10.5. Ensuring the maintenance, and education services managers, if available, also interview each potential AFSC 3S2X1 retrainee applicant?

A1.4.10.6. Determining where AFSC 3S2X1 resources are assigned based on mission requirements?

A1.4.11. Does BTM conduct quarterly base training meetings? (4.8.10.)

A1.4.11.1. Are meeting minutes developed?

A1.4.11.2. Are copies of minutes provided to supported units and MAJCOM training managers?

A1.4.12. Does BTM assign and coordinate training status codes (TSC) to identify, change and manage airmen qualification and skill level upgrade? (4.8.11.)

A1.4.12.1. For units without PC-III does BTM: (4.8.11.1.)

A1.4.12.1.1. Provide OJT rosters?

A1.4.12.1.2. Coordinate AF Form 2096, **Classification/On-The-Job Training Action**?

A1.4.12.1.3. Update TSC changes in the Personnel Data System (PDS)?

A1.4.12.1.4. Order CDCs?

A1.4.12.1.5. Order CE's?

A1.4.12.1.6. Process course extensions (must be done by the losing base prior to departure)?

A1.4.12.1.7. Process change of address for incoming personnel?

A1.4.13. Does BTM serve as the test control officer for mandatory CDC course examinations? (4.8.12.)

#### **A1.5. PERSONNEL SYSTEMS MANAGEMENT SECTION (DPMD) (AFCSM36-699 Vols I/VI unless otherwise specified)**

##### **A1.5.1. GENERAL**

A1.5.1.1. Does the PSM advise the Military Personnel Flight (MPF) Commander on Base Level Military Personnel System (BLMPS) and Personnel Concept III (PC-III) technical matters? (Vol VI, Tables 1.1., Item 1 and 24.1, Item 1)

A1.5.1.2. Does the PSM help the MPF and other base functional activities to interpret and understand the BLMPS and PC-III? (Vol VI, Tables 1.1., Item 6 and 24.1, Item 8)

A1.5.1.3. (#) Does the PSM open the system daily to ensure that files and tables are current and available? (Vol VI, Table 24.1., Item 10) [NOTE: PSM should review management products, utility lists, etc., at the start of each duty day to verify the propriety of the previous EOD and on-line session.]

A1.5.1.4. Does the PSM assist the MPF Commander in monitoring the overall accuracy and reliability of all data entered and maintained within the BLMPS and PC-III? (Vol I, Para 1.18.1.5.)

A1.5.1.5. Is training provided to the MPF and PC-III User Groups on all system releases, modifications, and procedures? (Vol VI, Tables 1.1., Item 5, and 24.1, Item 7)

A1.5.1.6. (#) Are Military Personnel Expense Interface procedures properly executed each month? (Vol VI, Para 24.27.)

A1.5.1.7. DELETED

A1.5.1.8. Has the PSM established a workable liaison with the Defense Mega Center (DMC), PACAF System Management Division, other PSMs serviced by the same platform, and all MPF Workcenters? (Vol VI, Table 24.1. Item 18)

**A1.5.2. TRANSACTION REGISTER ANALYSIS**

A1.5.2.1. (#) Is a TR-ANALYSIS accomplished after each End-of-Week (EOW) suspense, and the MPF Commander and element chiefs are advised of the results? (Vol VI, Table 24.1 Item 29)

A1.5.2.2. Does the TR-ANALYSIS detect both system and managerial problems? (Vol VI, Para 24.3.6.)

A1.5.2.3. (#) Are overdue (repeat) actions immediately acted on by responsible work centers? (Vol VI, Para 24.3.6.)

A1.5.2.4. Is a master file copy of all transaction registers maintained IAW AFI 137-138?

**A1.5.3. PRODUCT MANAGEMENT**

A1.5.3.1. Does PSM monitor daily file maintenance, review file monitor and reject TRs? (Vol VI, Para 24.2.1.)

A1.5.3.1.1. (#) Does the PSM analyze the results from these TRs and determine trends and advise the MPF Commander and interested section/element chiefs of recommended correction action? (Vol VI, Para 24.2.4.).

A1.5.3.2. Are positive controls exercised over all personnel having access to BLMPS and PC-III remote terminals? (AFM 171-110, Vol VI, Para 3.2.)

A1.5.3.3. Is proper physical security provided to remote terminal areas and AT&T 3B2 600G computers? (AFM 171-110, Vol VI, Para 3.3.1.7.)

A1.5.3.4. Does the PSM monitor daily file maintenance through periodic review of Transaction Registers (TRs), source documents, and the use of deferred and immediate inquiry techniques? (Vol VI, Para 24.2.1.)

A1.5.3.5. Are file monitor and reject TRs reviewed to identify problem areas and assistance provided to work centers and Commander Support Staffs in implementing corrective action? (Vol VI, Table 24-1., Item 17 and Para 24.2.2.)

**A1.5.4. CORRECTION OF HAF PURGES AND REJECTS**

A1.5.4.1. (#) Are local procedures sufficient to correct bad data indicated on HAF purges? (Vol VI, Para 23.2.6.)

A1.5.4.2. Is the MPF Commander and appropriate element chiefs advised on repeat purge conditions? (Vol VI, Para 23.2.6.)

A1.5.4.3. Are MPF workcenters receiving quality guidance from the PSM? (Vol VI, Para 23.2.6.)

A1.5.4.4. (#) Is the repeat purge list (PSMPTR or PSMATR RIPs) suspended and used to ensure that all purges are corrected prior to the end of each month? (Vol I, Figure 3.10.)

A1.5.4.5. (#) Is immediate action taken to research and correct all entries appearing on HAF reject TRs? (Vol I, Figure 3.5.)

**A1.5.5. JUMPS MANAGEMENT**

A1.5.5.1. Are JUMPS XO and XK management notices suspended to workcenters for corrective action? (Vol I, Figures 3.7.5., 3.7.6., 3.7.7., and 3.7.8.)

A1.5.5.2. (#) Are the original and the file copy of the JUMPS data change TR certified by the MPF Commander or NCOIC rather than PSM when an asterisk appears on Personnel in the PSM section? (Vol I, Figure 3.6.)

A1.5.5.3. Does PSM retain the certified copy of the JUMPS data change TR for six months? (Vol I, Figure 3.6.)

A1.5.5.3.1. (#) After the action month, are the originals sent to DFAS-DE within six duty days after the end of the month? (AFI 137-138 and Vol I, Figure 3.6.)

A1.5.5.4. (#) Does the PSM suspense the JUMPS reject TR to ensure corrective action is initiated within 48 hours after receipt by the responsible work center? (Vol I, Figure 3.8.)

A1.5.5.5. Is one copy of the JUMPS Data change TR (AVKW0Q) furnished to the collocated AFO? (Vol I, Figure 3.6. and Vol VI, Table 24-1., Item 28)

A1.5.5.6. (#) Does PSM ensure receipt of all JUMPS reject TRs? (Vol VI, Figure 3.8.)

A1.5.5.6.1. (#) These TRs must be annotated and initialed by the workcenter to reflect the disposition of each reject. (Vol I, Figure 3.8.)

A1.5.5.7. (#) Are XT management notices (DJMS Confirmations) compared with the AVKW0Q to ensure all cards generated were received by DFAS-DE, and is the AVKW0Q annotated with the DFAS-DE processing date and card count? (Vol I, Figure 3.7.8.)

**A1.5.6. PC-III MANAGEMENT**

A1.5.6.1. Are all BLMPs tables (central and local) and PC-III tables kept current and is the PSM familiar with the available options of AFCSM 36-130, Vol I, Sec 3? (Vol I, Table 1.3., Item 10 and Vol VI, Tables 1.1., Item 11, 24-1, Item 14 and Paras 24.22. through 24.25.)

A1.5.6.2. (#) Are daily PC-III status reports reviewed to ensure refresh status and to evaluate data flow and daily system status by the gateway system administrator (GSA/PSM)? (Vol VI, Table 1.1., Item 2)

A1.5.6.3. (#) Does the PSM ensure system backups of all PC-III endpoints are backed up before and after releases? (Vol VI, Table 1.1, Item 37)

A1.5.6.4. If applicable, is the delegation of authority letters on file from Unit Commanders delegating their access on PC-III? (Only the CC can delegate his/her access) (Vol VI, Para 1.5.3.)

A1.5.6.5. Does the PSM maintain a file of authorized system users and are records researched for dropped from file to delete logins if required? (Vol VI, Table 1.1, Items 19 and 20)

A1.5.6.6. Does the PSM verify that Interactive Communications Interface (ICI) is on line daily and periodically check ICI Transactions to ensure transactions are being updated on the SBLC? (Vol VI, Table 1.1., Items 27 and 28)

A1.5.6.7. Is the PSM/GSA the focal point for all maintenance occurring with PC-III equipment and is proper maintenance of equipment being performed? (Vol VI, Para 6.15.)

A1.5.6.8. Does the GSA/PSM review, sign, and maintain a log on all PC-III problem reports (hardware and software)? (Vol VI, Table 1.1., Item 33)

A1.5.6.9. (#) Is the primary and Alternate Equipment Custodian designated in writing to HQ AFPC/DPDXR3? (Vol VI, Para 6.11.)

A1.5.6.9.1. (#) Has the Equipment Custodian performed a physical inventory annually or as required, making note of all inventory changes, and provided a signed copy to the ECO? (Vol VI, Para 6.14.)

#### **A1.5.7. DESIRE MANAGEMENT**

A1.5.7.1. (#) Does the PSM exercise stringent management over the DESIRE retrieval system? (Vol I, Para 2.6.) [NOTE: The DESIRE retrieval system is a dynamic management tool if used effectively by base-level managers. It is also an expensive tool and requires stringent management by the MPF PSM.]

A1.5.7.2. Is a DESIRE schedule maintained for use by the MPF OPRs plus overall management of DESIRE requests? (Vol VI, Para 24.5.)

A1.5.7.3. Are update DESIREs controlled by the PSM and not used to circumvent normal update procedures? (Vol VI, Para 22.40.)

A1.5.7.3.1. Is the zero page retained for 30 days as documentation? (Vol VI, Para 22.40.2.)  
[NOTE: INFORMATION BEING CHANGED VIA UPDATE DESIRE WILL NOT FLOW TO HQ AFPC.]

A1.5.7.4. Do all requests for DESIRE inquiries from activities not within the MPF include the requester's name, office symbol, duty phone, and justification/description of the request? (Vol VI, Para 24.5.4.)

A1.5.7.4.1. Is this information put into the remarks portion of the ID sentence of the DESIRE? (Vol VI, Para 24.5.4.)

A1.5.7.5. (#) Are all requests for DESIREs reviewed and evaluated to ensure validity, accuracy, that only desired records are selected, only requests for "official use" are produced, and if the data required could be provided from another inquiry already being produced? (Vol VI, Paras 24.5.2. and 24.5.3.)

A1.5.7.6. Are all recurring DESIREs for activities not within the MPF function revalidated annually by the requester unless listed in AFCSM 36-699 as exempted? (Vol VI, Para 24.5.5.)

#### **A1.5.8. DDN/AUTODIN MANAGEMENT**

A1.5.8.1. (#) Is the recovery of missing or rejected DDN/AUTODIN given the highest priority? (Vol VI, Para 24.9.5.)

A1.5.8.2. Is immediate action taken by the PSM to correct rejected transactions on the pseudo remote list or refer them to the responsible work center when appropriate? (Vol I, Para 3.8. and Vol VI, Para 24.17.3.)

A1.5.8.3. Is HQ AFPC/DPDPPT (DSN 665-4181/4182) or the DMC contacted as soon as possible as it becomes known that DDN is missing from AFPC? (Vol VI, Para 24.9.3.)

A1.5.8.4. (#) After HQ AFPC/DPDPPT notifies the PSM, is recovery of outgoing DDN/AUTODIN completed on the day of notification (or discovery), if at all possible? (Vol VI, Para 24.14.3., and AFCSM 36-130, Vol I, Para 2-5d)

A1.5.8.5. (#) Does the PSM ensure all applicable personnel DDN/AUTODIN is being processed? (Vol VI, Para 24.6.)

A1.5.8.6. When the system is interrupted before all DDN/AUTODIN traffic has been completed, does the PSM verify the status of the DDN/AUTODIN and effect recovery if appropriate? (Vol VI, Para 24.16.)

A1.5.8.7. (#) Are JUMPS XT and XU management notices used to monitor and verify that all JUMPS Data traffic are processed properly and is immediate action taken to recover data traffic when necessary? (Vol I, Figures 3.7.8 and 3.7.9.)

A1.5.8.8. Are the AUTODIN action list (AVKG0P), the DDN/AUTODIN file (AVKG0B), the DDN/ AUTODIN output log (AVKW0P), the DDN/AUTODIN reject file (AVKW0G), and the pseudo list used to research and correct all DDN/AUTODIN system rejects? (Vol VI, Para 24.17.)

A1.5.8.9. Are irritant problems (invalid/missing codes, questionable suspense routines, DESIRE features not functioning properly) reported to the TAC? (Vol VI, Para 24.29.)

A1.5.8.10. Are problems that are clearly defined as hardware or non-BLMPS software reported through Regional Processing channels? (Vol VI, Para 24.30.)

A1.5.8.11. Are recommendations for system change, modification, or improvements to the BLMPS/PC-III reported via Suggestion form (AF Form 1000) or letter? (Vol VI, Para 24.31.)

A1.5.8.12. Is MPF PDS Downtime Report (RCS: HQAFPC HQAFPCD (AR) 7408) submitted if Defense Mega Center or Base Communications Center support for MPF is interrupted for more than 48 hours or if DPC notification is received either on the loss of computer files or requiring alternate site processing? (Vol VI, Para 24.32.)

A1.5.8.13. Does the PSM coordinate with other PSMs when system problems are encountered to ensure they are aware of the problem? (Vol VI, Para 24.2.9.)

## **A1.6. PERSONNEL READINESS SECTION (DPMX)**

### **A1.6.1. PERSONNEL DEPLOYMENT FUNCTION (AFI 10-403, unless other wise specified)**

**NOTE: PERSONNEL DEPLOYMENT TEAM CHIEF IS RESPONSIBLE FOR THIS PORTION**

A1.6.1.1. (#) Have mobility processing procedures been established consistent with the Base Installation Deployment Plan (Procedure 9) and AFI 10-215?

A1.6.1.2. (#) Are station checklists available reflecting specific duties and responsibilities? (Deployment Procedure 9, Installation Deployment Plan)

A1.6.1.3. Does the OIC/NCOIC of the DPF attend the mobility concept briefing and obtain the necessary information to process personnel? (Installation Deployment Plan)

A1.6.1.4. (#) Are commanders advised when personnel are ineligible for deployment according to the deployment availability codes in the personnel data system (PDS), AFI 10-201, AFI 10-403, and AFI 36-2110? (1.11.1.)

*NOTE: Ultimate responsibility for deployment eligibility rests with the unit commander*

A1.6.1.4.1. Do you ensure personnel with waiverable nonavailability codes have the waiver documented correctly?

A1.6.1.5. (#) Do you maintain accountability of deploying personnel from the time they arrive at the personnel deployment function (PDF) until they leave home station? (1.11.2.)

A1.6.1.6. (#) Does the PDF prepare a new record of emergency data card, identification card, Geneva Convention Card and identification tags on request from deploying personnel or as required? (1.11.3.)

A1.6.1.7. (#) Do you brief members on the Foreign Clearance Guide, DoD Travel Security Advisory and the area of deployment, force protection training requirements, and any other training requirements identified in the reporting instructions? (1.11.4.)

A1.6.1.8. Do you coordinate filler and shortfall actions for unit personnel shortages with the personnel representative on the Deployment Control Center (DCC) staff? (1.11.5.)

A1.6.1.8.1. Is a personnel shortfall message submitted, as shown in Attachment 9, when positions cannot be filled from base resources? (1.11.5.1.)

A1.6.1.9. (#) Does you instruct all personnel to report to the PT or MPF at their employment location for inprocessing? (1.11.9.)

A1.6.1.10. Does the PDF provide data to the: (1.11.7.)

A1.6.1.10.1. Installation deployment officer (IDO) for logistic module (LOGMOD-B)?

A1.6.1.10.2. Transportation management officer (TMO) for the cargo movement operation system (CMOS)?

A1.6.1.10.3. Civilian personnel flight for civilian requirement sourcing?

A1.6.1.11. (#) Is a personnel accountability kit (PAK) prepared and given to: (1.11.8.)

A1.6.1.11.1. The troop commander if the entire group is traveling to the same duty location in the area of responsibility (AOR)?

A1.6.1.11.2. The senior member of each group with a common destination (exp: port of embarkation)? *NOTE: Members of the group may ultimately end up in different duty locations in the AOR; this rule would apply until members reach their final duty location*

A1.6.1.12. (#) Do you brief the troop commander or designated member to handcarry the PAK to the PERSCO team (PT) or MPF at employment duty location? (1.11.8.3.)

**A1.6.2. SORTS (AFI 10-201 unless otherwise specified)**

A1.6.2.1. (#) Have DPMX personnel been properly trained to perform SORTS reporting within 60 days after appointment? [NOTE: The Wing Command Post is responsible for establishing and conducting the required training. (PACAF Sup 1, Para 1.12.2.)

A1.6.2.2. Does DPMX provide Personnel Readiness SORTS POC letter to all reporting units, the Manpower Office, and the Subordinate Reporting Organizations (SBRPT) [NOTE: PACAF Wing Command Posts are designated as a SBRPT] (PACAF Sup 1, Para 1.12.4.)

A1.6.2.3. (#) Does DPMX produce and distribute automated products that show authorized and assigned strengths and the most recent duty status for each member of a SORTS reporting unit? [NOTE: Flying and aircraft maintenance squadron listings will be provided every two weeks and support squadrons desire listings will be provided each month] (PACAF Sup 1, Para 1.12.4.)

A1.6.2.4. Does DPMX maintain a current copy of all appointed SORTS monitors? (PACAF Sup 1, Para 1.13.2.)

A1.6.2.5. Does DPMX ensure that correct data was used to compute the unit's assigned personnel figures for each AFSC and skill level for non PC-III system units? (PACAF Sup 1, Para 1.12.4.)

A1.6.2.6. For PC-III units, does DPMX validate personnel authorizations and requirements when there is no Manpower function on a base? (PACAF Sup 1, Para 1.12.4.)

A1.6.2.7. For PC-III units, does DPMX analyze the total and critical personnel calculations only on units reporting less than C-1 in the personnel sub-area to determine if personnel actions can be directed to alleviate the shortage(s)? If appropriate, corrective action (PCA, realignment, etc.) will be initiated to alleviate shortages. (PACAF Sup 1, Para 1.12.4.)

A1.6.2.8. Based on the data compiled, does the DPMX office have the proper classification markings? [NOTE: Confidential for one unit and Secret for multiple units] (Para 1.4.2.)

**A1.6.3. PERSONNEL READINESS FUNCTION (PRF) (AFI 10-215, unless otherwise indicated)**

A1.6.3.1. (#) Does the PRF use AF Form 3847 to document inprocessing actions on individuals deploying who are not part of a unit move? (1.13.1.)

A1.6.3.1.1. Does the PRF fill out the form as shown in attachment 11?

A1.6.3.2. (#) Do you prepare AF Form 245 for PALACE program taskings? (1.13.3.)

A1.6.3.3. (#) Is personnel strength accountability for deployed personnel maintained using the MANPER-B system? (1.13.4.)

A1.6.3.3.1. Are mini-records created and transmitted to the Red-Mini from MANPER-B no later than 60 days prior to DRI (if tasking is received 60+ days prior to DRI)? *NOTE: This applies to all contingency taskings regardless of how tasking is received*

A1.6.3.3.2. Are mini records created and transmitted to the Red-Mini from MANPER-B no later than 7 days after receipt of taskings when received within 60 days prior to DRI? *NOTE: This applies to all contingency taskings regardless of how tasking is received*

A1.6.3.4. (#) Are procedures established to ensure PDS updates from MANPER-B are loaded and updated correctly and in a timely manner? (1.13.5.)

A1.6.3.4.1. Does PRF verify all updates were accomplished in PC-III (or SPERRY)?

A1.6.3.4.2. Does PRF ensure all rejects are corrected and re-inputted in PC-III (or SPERRY)?

A1.6.3.5. Does PRF process requests for SAF 179-day TDY waivers as required by AFI 36-2110? (1.13.6.)

A1.6.3.6. Is a MANPER login request sheet submitted to gain access to the Red-Mini system? (1.13.9.)



A1.6.3.7. Does PRF follow criteria in AFI 10-215, para 1.13.10. for password establishment?

A1.6.3.8. (#) Do you ensure a JAZ cartridge is available containing current MANPER-B system release? (1.13.13.)

A1.6.3.8.1. (#) Is all database information deleted from the following files:

A1.6.3.8.1.1. Personnel?

A1.6.3.8.1.2. Plans?

A1.6.3.8.1.3. MANFOR (both title and detail)?

A1.6.3.8.1.4. Mobil?

A1.6.3.8.1.5. History?

A1.6.3.8.1.6. PERSCO?

A1.6.3.8.1.7. Routing Indicator?

A1.6.3.8.1.8. Incoming and Outgoing Holdover?

A1.6.3.9. (#) Has the PRF trained the following personnel to operate MANPER-B, according to the MANPER-B AFJQs: (1.13.14.)

A1.6.3.9.1. PERSCO Teams?

A1.6.3.9.2. Personnel Readiness Center?

A1.6.3.9.3. Personnel Deployment Function?

A1.6.3.10. (#) Is MANPER-B task certification training documented on the AFJQS? (1.13.15.)

A1.6.3.11. (#) Does the PRF prepare and forward an identification and itinerary message on individuals selected for deployment in support of PALACE Tenure taskings? (1.13.16.)

A1.6.3.12. Are departure reports for non-PALACE deployments (i.e., unit moves) sent as required by para 3.2.2.? (1.13.16.)

A1.6.3.13. Are processes, procedures, and policies regarding deploying civilian and on-base contractor personnel reviewed with the civilian personnel flight? (1.13.17.)

A1.6.3.14. Does the PRF follow guidance in attachment 5 on the utilization and accountability of IMAs? (1.13.18.)

A1.6.3.15. (#) Regarding extension requests on members in the AOR: (1.13.19.)

A1.6.3.15.1. Does the PRF obtain the unit commander's approval/disapproval and notify PERSCO?

A1.6.3.15.2. Are member's CED orders amended (if approved)?

A1.6.3.15.3. Do you mail or fax copies of amended CED and active duty orders (for reservists) to PERSCO and the member?

A1.6.3.16. Are discrepancy reports submitted by MPFs or PTs followed up on within 72 hours? (1.13.20)

A1.6.3.17. (#) Is the MANPER-B system or HQ AFPC/DPWRC approved system used to produce contingency, exercise, deployment (CED) orders? (1.11.6.)

A1.6.3.18. (#) Do you mark both sides of PAK with this statement: PERSONNEL ACCOUNTABILITY KIT, CONTAINS MAGNETIC MEDIA, DO NOT X-RAY? (1.11.8.4.)

A1.6.3.19. (#) Does the PAK contain: (1.11.8.5.)

A1.6.3.19.1. One CED order for each person with a complete social security number (SSN)?  
*NOTE: If classified, include only the unclassified extract of the CED order in the PAK*

A1.6.3.19.2. Two copies of AF Form 245 (**Employment Locator Card**) for each person?  
*NOTE: Do not prepare the AF Form 245 for local exercises; however, exhibit the capability to produce it for inspections.*

A1.6.3.19.3. A securely packaged 3.5-inch diskette with deployment records (mini records) for groups of 10 or more deploying to the same duty location? *NOTE: According to AFI 37-132, disk must be marked "For Official Use Only (FOUO). Protect according to AFI 37-132, Air Force Privacy Act Program."*

A1.6.3.20. Are mini-records and personnel data system (PDS) transactions processed within 2 hours of aircraft departure? (1.11.10.)

A1.6.3.21. (#) Does the PRF NCOIC maintain continuity folders, training packages and checklists pertinent to OPLANs, EXPLANs and local plans? (Addendum to Annex J, USAF EAB, Para 1d)

A1.6.3.22. Has the MPF Commander designated, in writing, composition of two (or more) teams for the Contingency/Emergency PRF? *NOTE: Team members should not be dual tasked with other contingency duties* (Addendum to Annex J, USAF EAB, Para 3.)

A1.6.3.23. Does the Base Support Plan indicate requirements for reception processing? (AFI 10-404, Attachment A3.6.)

**A1.6.4. COMBAT PERSONNEL CONTROL SYSTEM (CPCS) (USAF EAB, Addendum to Annex J, CPCS Equipment Deployment Preparation Guidelines Checklist unless otherwise specified)**

A1.6.4.1. Has a diagnostic test been run on all CPCS systems within the last six months? *NOTE: Systems diagnostic disk is included with CPCS documentation and software*

A1.6.4.2. When tasked to deploy a CPCS device in support of an exercise/contingency, does the PRF:

A1.6.4.2.1. (#) Ensure PERSCO members are trained and provide them with functional responsibilities and a general systems hardware/software overview. *NOTE: Review CFETPs for each member*

A1.6.4.2.2. Run a complete system diagnostic test. All tests must successfully pass in order for the system to be considered fully deployable. *NOTE: Systems diagnostic disk is included with CPCS documentation and software.*

A1.6.4.2.3. Deploy a copy of the AFPC-provided software (disk and tape cartridge) to ensure proper backup/restore capability should there be a catastrophic system software loss.

A1.6.4.2.4. Purge all extraneous files/data from the system. There are two methods for accomplishing this:

A1.6.4.2.4.1. Enter each MANPER-B Module (Personnel, Plans, UMT, Mobility), tag all records, then delete and re-index each file to drop them off

A1.6.4.2.4.2. Use the installation disk provided by HQ AFPC to clear or delete all extraneous files/data on your system and restore all your files with the AFPC-provided tape backup containing only MANPER-B with MANFOR.

A1.6.4.2.5. Ensure no other copyrighted (or pirated) software is resident or executed on CPCS.

A1.6.4.2.6. Ensure only HQ AFPC-approved (latest version of MANPER-B) and vendor provided software is properly configured on all CPCS hard disks. *NOTE: Check with AFPC/DPW for current versions.*

A1.6.4.2.7. Ensure MANPER-B contains the latest message program (Sarah Lite) or other comm approved message release program.

A1.6.4.2.8. Ensure extra (blank) disks are packed (at least ten)

## **A1.7. CAREER ENHANCEMENT ELEMENT (DPMPE)**

### **A1.7.1. MILITARY AWARDS AND DECORATIONS (AFI 36-2803 unless otherwise specified)**

A1.7.1.1. Does the MPF have guidelines for the base awards and decorations program? (Para 1.6.1.)

A1.7.1.2. Is a process used by the MPF for reviewing recommendations? (Para 1.6.3.)

A1.7.1.3. Does the MPF process recommendations to the appropriate approval authority? (Para 1.6.4.)

A1.7.1.4. Does the MPF maintain an adequate supply of decorations, service medals, and related devices, to provide initial issue of these items to the recipient? (Para 1.6.5.)

A1.7.1.5. Is a process used by the MPF to verify inquiries concerning entitlement to or status of awards? (Paras 1.6.6, and 1.6.10.)

A1.7.1.6. Does the MPF update the PDS and process award elements received from another base for a gain? (Para 1.6.7.)

A1.7.1.7. Does the MPF document non-acceptance of a refused decoration? (Paras 1.6.11. and 3.5.)

A1.7.1.8. Do the recommending officials arrange presentation ceremonies? (Para 1.7.3.)

A1.7.1.9. Are procedures in place to ensure members are not being awarded extended service awards, Bronze Star and below, for service less than three years? (Para 2.3.3.)

A1.7.1.10. Are procedures in place to ensure members are not being awarded PCS awards for less than two years from receipt of an extended tour award? (Para 2.3.3.1.)

A1.7.1.11. Does the MPF assist the Unit Commander by providing training guidance on how to preclude award of the AFGCM to members of their units who they determine are not deserving of this award for exemplary behavior, efficiency, and fidelity? (Para 5.2.8.)

A1.7.1.12. Are all disapproved award citations/AFAM certificates stamped "disapproved," include SSAN and signed by the decoration clerk, and sent to HQ AFPC? (Para 5.2.8.)

A1.7.1.13. Does the MPF ensure that, except in rare instances, no more than one AFAM is awarded in a one-year period? (Table 2.1., Note 20)

A1.7.1.14. Does the MPF ensure that AFAM is not awarded for retirement, aerial achievement or anyone above the grade of lieutenant colonel? (Table 2.1., Notes 20, 21)

A1.7.1.15. Does the MPF forward elements as appropriate to the gaining MPF for their reassignment actions? (Figure 3.1.)

A1.7.1.16. Is the organization of the recommending official being notified of the final decision on each recommendation (disapprovals/approvals/downgrades)? (Figure 3.1.)

A1.7.1.17. When recommendations are disapproved/downgraded, are recommending officials being informed that such action does not preclude their right to resubmit for reconsideration? (Figure 3.2.)

A1.7.1.18. Does the MPF ensure that the commander or designated representative sign an Accountability Statement on recommendations for decorations submitted on officer personnel? (HQ AFPC/CC Msg, 101100Z Feb 96, part D, item 1)

#### **A1.7.2. PERFORMANCE REPORTS (AFCSM 36-699 unless otherwise specified)**

A1.7.2.1. Are personnel action changes (either verbal or by worksheet) checked against DPMPE management rosters to ensure that effective date of supervision for rater changes are not before the close-out date of a report on file? (Para 6.23.4.4.1.) **(IMA)**

A1.7.2.2. (#) Does DPMPE screen raters who are departing PCS, separating, or retiring against Table 007 DESIRE, EPR rosters, or a similar product, and then project the required reports to produce EPR notices (Para 5.2.4.1.2 & 5.3.4.1.1.)

A1.7.2.3. (#) Is the FMTR utilized to identify and control personnel due reports as a result of rater leaving PCS, separating, or retiring? (Para 5.2.4.4.1.2. and 5.3.4.3.1.1.)

A1.7.2.4. Is the reason for and the projected date of a report being reviewed upon cancellation of assignment, separation, or retirement? (Para 5.2.4.4.1.2. and 5.3.4.3.1.1.)

A1.7.2.5. (#) For EPRs, is a suspense established earlier than 60 days, but NET 30 days after closeout in order to perform a quality review, update the PDS, and file the EPR in the UPRG NLT 60 days after closeout? (AFI 36-2403, Table 3.1., Note 5.1 and 5.2.) **(IMA)**

A1.7.2.5.1. For OPRs, is a suspense established NET 5 days and NLT 30 days after closeout of OPRs? (AFI 36-2402, para 3.6.4.1. & 2.) **(IMA)**

A1.7.2.6. Does DPMPE provide performance report statistics data when required? (Table 1.8.)

A1.7.2.7. Are officers who are separating projected for an OPR IAW AFI 36-2402, Table 3.1., Rule 2, Note 5?

A1.7.2.8. Is the closeout date of the report that personnel prepare when placing/removing members on control roster one day before placement/removal on/from control roster? (AFI 36-2403, Table 3.3., Rule 4, Note 6) and AFI 36-2402, Table 3.1., Rule 3, Note 3)

A1.7.2.9. Is AFI 36-2403, Table 3.3., reviewed to ensure that EPRs are submitted as required, i.e., ratee is placed in Reporting Identifier 9A000 or 9A100, ratee departs TDY for formal training or TDY (other than for school) for a period of 120 calendar days or more, etc.?

A1.7.2.10. When possible, are all required reports on file in the UPRG prior to PCS departure? (AFI 36-2403, Table 3.1., Note 3)

A1.7.2.11. (#) Are CRO OPRs/EPRs, as a result of PCS action, being closed out 30 days prior to the departure date, or the date the individual will have 120 days supervision prior to departure? (AFI 36-2403, Table 3.3., Rule 13 and Para 4.3.8.2.; AFI 36-2402, Table 3.6., Rule 2)

A1.7.2.12. Have procedures been established to control the submission of LOEs? (AFI 36-2402, Para 6.7.; AFI 36-2403, Para 3.11.)

A1.7.2.12.1. (#) Are LOEs submitted when required? (AFI 36-2403, Para 3.11.; AFI 36-2402, Para 6.7.)

A1.7.2.12.2. Are the beginning from dates of CRO LOEs the same as the effective date of supervision? (AFI 36-2403, Para 3.11.2.1.)

A1.7.2.12.3. (#) Do LOEs contain all pertinent information in the proper format? (AFI 36-2402, Figure 6.1.; AFI 36-2403, Para 3.12.)

A1.7.2.12.4. Is the statement "Prior Service Enlistee -not rated for the above period" entered on the AF Form 77 for prior service enlistees? (AFI 36-2403, Para 3.10.3.1.)

A1.7.2.12.5. Are LOEs updated in BLMPs? (Para 5.2.4.4.3.2.)

A1.7.2.12.6. Are LOEs on members who Separate or retire before the requirement for an EPR, given to the member? (AFI 36-2403, Para 3.11.3.6.)

A1.7.2.12.7. Are LOEs (original or copy) furnished to the rater with the report notice? (AFI 36-2402, Para 6.7.4.1.; AFI 36-2403, Para 3.11.3.2.)

#### A1.7.3. (#) REFERRAL REPORTS (AFI 36-2402 & AFI 36-2403)

A1.7.3.1. Are referral reports coordinated with appropriate MPF personnel for possible quality control actions (i.e. promotions, assignments, and reenlistments)? (Para 3.7.)

A1.7.3.2. Are referral EPRs monitored to ensure they are filed in the UPRG not later than 70 calendar days after close-out? (AFI 36-2403, Table 3.1., Note 4)

A1.7.3.3. Are ratees provided assistance in preparing replies to referral reports? (AFI 36-2402, Para 3.7., Figure 3.1.; AFI 36-2403, Para 3.7.3.2.) (IMA)

A1.7.3.4. (#) Are EPRs referred when a rating is marked in the far left block in Section III of AF Form 910/911 or Rating of "1" in Section IV? (AFI 36-2403, Attachment 1, Sec C)

**A1.7.4. (#) OPR/EPR APPEALS**

A1.7.4.1. Do DPMPE personnel process and provide technical assistance on requests for reviewing and appeal of EPRs/OPRs? (AFI 36-2401, Para 2.1.) **(IMA)**

A1.7.4.2. Are appeal cases properly processed and submitted to the appropriate agency? (AFI 36-2401, Para 2.)

A1.7.4.3. Are waivers of the three-year time limit requested and justified? (AFI 36-2401, Para 3.3.1.)

A1.7.4.4. Are corrections or erasures that change sentence meaning initialed by the evaluator? (AFI 36-2402, Para 7.1.5.)

A1.7.4.5. Do evaluators sign or date a report on or after the date it was signed by previous evaluator?

A1.7.4.6. Is performance feedback documented in Section VI on the OPR/EPR when required? (AFI 36-2402, Figure 3.2., line 17) **(IMA)**

**A1.7.5. (#) EPR QUALITY REVIEW RESPONSIBILITIES**

A1.7.5.1. Are EPRs reviewed to ensure there are no spelling or punctuation errors, and the report has not been signed prior to the close-out date nor before the date the report was signed by the previous evaluator? (AFI 36-2403, Para 4.2.8.8.)

A1.7.5.2. Do EPRs accepted for file have the appropriate grade requirement for the final endorsement? (AFI 36-2403, Table 3.6.)

A1.7.5.3. Are controls in effect to ensure Unit Commanders review EPRs before they are sent to the MPF? (AFI 36-2403, Para 4.11.)

A1.7.5.4. Are comments required by AFI 36-2403, Paras 4.7. through 4.11. included on EPRs as applicable?

A1.7.5.5. Are EPRs on airman aides prepared in sufficient copies? (AFI 36-2403, Table 3.1.)

A1.7.5.6. Are original EPRs on MSgts, MSgt selectees, and SMSgts forwarded to HQ AFPC/DPMABR2, and are CMSgt or CMSgt selectee reports forwarded to AFPC/DPAC, and are the duplicates filed in the UPRG? (AFI 36-2403, Table 3.1.)

**A1.7.6. PROMOTION (OFFICER) (AFMAN 36-2622 unless otherwise specified)**

A1.7.6.1. Have procedures been established to follow the processing instructions for the applicable promotion cycle announced by HQ AFPC? (Table 15.15. Step 1) **(IMA)**

A1.7.6.2. Based on the criteria announced by AFPC/DPPPEB, does DPMPE input a DESIRE inquiry to identify all assigned officers eligible for promotion? (Table 5.15., Step 2) **(IMA)**

A1.7.6.3. After matching the Officer Preselection Brief (OPB) against the PRISM listing of eligibles, is appropriate action taken to obtain any missing TIC H42 string/OPB? (Para 5.5.42.16.; Table 5.15., Step 4)

A1.7.6.4. Are eligible officers provided with their OPB and advised that all PDS corrections/updates must be completed NLT 14 days before the board convening date? (Para 5.5.42.16.; Table 5.15., Step 6)

A1.7.6.5. Have procedures been established to manage the officer promotion process? (Para 5.5.1.)

A1.7.6.6. (#) Are appropriate actions being taken to verify accuracy of senior rater IDs and the management level notified of any changes? (AFI 36-2402, Para 4.4.2.1.)

A1.7.6.7. (#) Are the Master Eligibility Lists (MEL), Promotion Recommendation Forms (PRFs) notices, and DQMB SURFs provided to senior raters for each promotion cycle? (AFI 36-2402, Para 4.4.2.2. and 4.4.2.3.)

A1.7.6.8. (#) Have procedures been established to coordinate with DPMPS to ensure records of performance are made available to senior raters? (AFI 36-2402, Para 4.4.2.4.) (IMA)

A1.7.6.9. Are senior raters notified of officers that become eligible or ineligible for promotion after the PRF allocation date? (AFI 36-2402, Para 4.4.2.7.)

A1.7.6.10. If an officer selected for promotion to a higher grade decides to decline the promotion, does the officer know that a Declination Statement must be signed any time up to 2400 of the day before the effective date of promotion? [NOTE: Declination statements signed after 2400 of the day preceding the effective date will not be accepted] (AFI 36-2501, Para 3.17. and Attachment 6)

A1.7.6.11. Is a copy of the declination statement forwarded to HQ AFPC/DPPPE and MAJCOM for those officers who decline promotion? (AFI 36-2501, Para 3.17. and Attachment 6.)

A1.7.6.12. (#) Is an Officer Promotion Roster which identifies projected officer promotions to Major, Lt Colonel, and Colonel, (at least three months in advance), specifically identifying promotion selection for which the monthly increments are announced, provided to all Unit Commanders each month? (Para 5.5.4.3.)

A1.7.6.13. If the listing returned by the commander indicates an officer is not recommended for promotion, does DPMPE notify the MPF/CC and establish a manual suspense for receipt of the appropriate delay, removal or not qualified recommendation? (Para 5.5.4.3.1.)

#### A1.7.7. (#) **PROMOTIONS, GENERAL ACTIONS (ENLISTED)**

A1.7.7.1. Are DESIREs obtained on a continuing basis to monitor promotion eligibility status codes other than "X"? AFCSM 36-699, (Para 5.4.5.4.1.8.13.4.)

A1.7.7.1.1. Is the PES code expiration date (DIN GAR) being effectively used to monitor PES codes A, F, G, H, K, N, and W? AFCSM 36-699, (Para 5.4.5.4.18.13.2.)

A1.7.7.2. Is PES code "A" used to identify ONLY those members who received a SUSPENDED REDUCTION by Article 15 action? AFCSM 36-699, (Para 5.4.5.2.1.1.)

A1.7.7.3. Is PES code "J" used to identify only those members who have not been selected for reenlistment? AFCSM 36-699, (Para 5.4.5.2.1.1.)

A1.7.7.4. Are proper procedures in effect for removing erroneous PES codes C, F, G, H, J, K, L, M, N, T, U, V, and W? AFCSM 36-699, (Para 5.4.5.4.1.8.13.4.)

A1.7.7.5. Are PES codes that are automatically converted by AFPC during file build (codes M, N, or P to X) reviewed to determine whether code X is the appropriate code? AFCSM 36-399, (Para 5.4.5.4.1.8.13.3.)

A1.7.7.6. Are the PES codes effective dates (DIN GAP) for codes M, N, and P after the PECD? AFCSM 36-699, (Para 5.4.5.4.1.8.13.)

A1.7.7.7. Are promotions withheld only for reasons listed in AFI 36-2502, Table 1.2., and is member advised of withholding action? (AFI 36-2502, Para 3.2.) **(IMA)**

A1.7.7.8. Does commander's letter of promotion non-recommendation, withhold or deferral, contain the duration of the action, the specific reasons for the action, and the member's receipt of acknowledgment? (AFI 36-2502, Para 3.2. and AFCSM 36-699, Table 5.10. **(IMA)**)

A1.7.7.9. Are selectees in the Alcohol Rehabilitation program or Weight Management Program or Civil/ Courts-martial charges being withheld or removed from the selection/monthly increment lists PRIOR to the promotion effective date? (AFI 36-2502, Table 1.2.)

A1.7.7.10. Are promotion orders prepared no more than 35 calendar days before the promotion effective date and are they prepared IAW AFI 37-128? (AFI 36-2502, Para 3.4.)

A1.7.7.11. Have procedures been established to ensure that the eligibility/testing status of newly assigned personnel are checked (upon in-processing) and the appropriate action taken, when applicable (i.e., notifying Unit Commanders of newly arriving personnel who are due promotion during that month and obtaining the commander's written recommendation/nonrecommendation or notifying Unit Commanders/unit WAPS monitors of newly assigned personnel who require WAPS testing)? (AFI 36-2502 , AFI 36-2605 and AFCSM 36-699, Table 1.8.)

#### **A1.7.8. (#) PROMOTIONS TO E-2 THRU E 4**

A1.7.8.1. Is a DESIRE inquiry for the SrA Below-the-Zone Promotion Program input within the first ten days of the month prior to the processing month? AFCSM 36-699, (Para 5.4.5.4.1.6.2.1.)

A1.7.8.2. Have procedures been established to ensure that the unit selectee list and the unit non-selectee list are forwarded to units in sufficient time to allow commanders to: AFCSM 36-699, Figure 5.8., 5.9.

A1.7.8.2.1. Determine promotion suitability and/or the appropriateness of promotion non-selection?

A1.7.8.2.2. Prepare and process letters of non-recommendation or withhold, when applicable?

A1.7.8.2.3. Certify and return these listings to DPMPEP for preparing requests for promotion orders and accomplish any required systems update prior to the effective date of promotion(s)?

A1.7.8.3. If an individual on the Unit Selectee List is to be non-recommended or withheld from promotion, does the commander line the member from the list and notify the airman in writing IAW AFI 36-2502, Para 3.2.

A1.7.8.4. After receipt of the certified copy of the Unit Select List, are promotions to E2, E3, and E4 monitored to ensure that any member previously approved for promotion and who is subsequently rendered ineligible for promotion is removed from the select list, deleted from promotion orders, and properly updated in the PDS to reflect the applicable PES code and promotion cancellation? (AFI 36-2502, Table 1.1.)



A1.7.8.5. Does the commander return the original unit select and non-select/withhold lists attaching letters of recommendation, non-recommendation, or withhold, if applicable, to DPMPEP for further action? AFCSM 36-699, (Para 5.4.5.4.1.6.1.3.)

A1.7.8.6. If an individual in a withhold status is approved for promotion, does the commander notify the member in writing and does DPMPEP prepare promotion orders which reflect the promotion effective date as the date of the commander's letter recommending promotion? AFCSM 36-699, (Para 5.4.5.4.1.8.14.3.)

#### A1.7.9. (#) **PROMOTIONS TO E-5 THRU E-9**

A1.7.9.1. Is the MPF Eligible/Ineligible for Promotion List and the MPF Senior NCO Eligible/Ineligible for Promotion List manually posted throughout a cycle to provide a single reference in determining a member's eligibility status/test requirements? AFCSM 36-699, (Para 5.4.5.4.1.7.1.)

A1.7.9.2. Are all discrepancies listed on the MPF Senior NCO and WAPS Nonweighable list resolved as expeditiously as possible? AFCSM 36-699, (Para 5.4.5.4.1.7.3.)

A1.7.9.3. Are DESIREs obtained within seven days of file build and select/nonselect phase to identify those individuals on whom a transaction was not received (DIN VCX)? ( Table 5.2.)

A1.7.9.4. Are individuals who are eligible for PAFSC waivers identified on the Unit Ineligible for Promotion List before listings are forwarded? AFCSM 36-699, (Para 5.4.5.4.1.8.1.1.)

A1.7.9.5. Is data verified against source documents in the AF Form 10 as correct on Promotion Selectee Data Verification Lists not later than seven workdays after release of unit select/nonselect list to Unit Commanders? AFCSM 36-699, (Para 5.4.5.4.1.7.7.)

A1.7.9.5.1. Is the listing certified by both the individual verifying the data and the NCOIC, DPMPEP or other official as delegated by the MPF Commander? AFCSM 36-699, (Para 5.4.5.4.1.7.7.)

A1.7.9.6. Have procedures been established to ensure that the Airman Promotion Selection-Monthly Increment List is produced and forwarded to commanders in sufficient time to allow Unit Commanders to make the appropriate recommendation/nonrecommendation and return the original copy certified by the commander to DPMPEP prior to the 25th of the month? AFCSM 36-699, (Para 5.4.5.4.1.7.12.)

A1.7.9.7. Are selectees to E-7, E-8, and E-9 eligible for voluntary retirement or will be eligible within two years of promotion effective date, being required to: (AFI 36-2502, Para 1.9.)

A1.7.9.7.1. Execute a statement of promotion acceptance/declination within 10 days after selection confirmation?

A1.7.9.7.2. Extend their enlistment or reenlistment (if applicable), PRIOR to the effective date of promotion?

#### A1.7.10. (#) **BELOW-THE-ZONE (BTZ) PROMOTIONS TO E-4**

A1.7.10.1. If an individual nominated for BTZ promotion has an established UIF, does the Unit Commander coordinate the nomination with the convening authority before submitting the nomination to the BTZ selection board? (MPFM: 98-24, dtd 16 Jun 98)

A1.7.10.2. DELETED

A1.7.10.3. Is the board report, signed by the board president, submitted to the convening authority for approval of the board proceedings? (MPFM 98-24, dtd 16 Jun 98)

A1.7.10.3.1. DELETED

**A1.7.11. (#) BASE TEST CONTROL OFFICER (AFI 36-2605, unless otherwise specified)**

A1.7.11.1. Does the test facility meet the requirements of Paragraphs 2.2.?

A1.7.11.2. Has the TCO appointment been approved by letter by competent authority for each TCO? (Para 2.5.1.)

A1.7.11.3. Does the test examiner meet the qualifications of Para 2.6. and appointed or relieved by letter?

A1.7.11.4. Do all safes and or/security containers/filing cabinets used to store CONTROLLED ITEMS (test material) contain an AFTO Form 36 (**Maintenance Record for Security Type Equipment**)? (TO 00-20F-2, Para 5a)

A1.7.11.5. Has security container been in use more than one year and? (Paras 5.5.4. & 5.5.5.)

A1.7.11.5.1. Is the security container's combination and BAT passwords changed at least every 12 months?

A1.7.11.5.2. Was the security container's combination changed upon transfer of TCO/TEST Examiner?

A1.7.11.5.3. Is SF Form 700, Persons Responsible for Safe maintained?

A1.7.11.6. Are SF Form 702, **Security Container Check Sheet**, and SF Form 701, **Activity Security Checklist**, being properly used? (Para 5.6.)

A1.7.11.7. Are new and revised AFPTs requisitioned immediately upon announcement, if required, by the TCO or TE? (Para 4.1.)

A1.7.11.8. If any test materials are loaned to another Test Control Officer, has authority been obtained from HQ PACAF and are copies of AF Form 310 forwarded to HQ PACAF/DPPFER? (Para 4.4.3.)

A1.7.11.9. Are all AFPTs designated as Controlled Items (Test Material) properly stored and accounted for? (Para 5.3.)

A1.7.11.10. Are obsolete editions of Controlled Items (Test Material) being destroyed upon receipt of revised AFPT editions or destruction instructions? (Paras 4.2.5. and 4.3.)

A1.7.11.11. Does the TCO or TE accomplish the destruction of all test material and AF Form 145, **Certification of Destruction of Material**, addressed to AFPDC? (Para 4.3.4.)

A1.7.11.12. Is the TCO or TE completing the AF Form 145 or another approved form or list after destruction? (Para 4.3.4.)

A1.7.11.12.1. Are witnessing officials signing the AF Form 145 in the proper grade required for the material being destroyed? (Paras 4.3.3. and 4.3.4.)

A1.7.11.13. Is the AF Form 145 filed in the office of the TCO for disposition as prescribed in AFI 37-133? (Para 4.3.4.)

A1.7.11.13.1. Has a copy of the completed destruction certificate been forwarded to Air Force Distribution Center and the MAJCOM TCO? (Para 4.3.4.)

**A1.7.12. WAPS TEST SCHEDULING (AFCSM 36-699, unless otherwise specified)**

A1.7.12.1. Are test eligibles notified of testing dates? (Para 5.4.5.4.1.7.2.)

A1.7.12.2. Are specific procedures in effect to ensure personnel who are selected for PCS or TDY (extending beyond the normal test cycle) are tested before departure if they are present at the losing installation for any portion of the testing period for their grade?

A1.7.12.3. Are Unit Commanders notified in writing within 24 hours of personnel who fail to show for scheduled testing? (Table 5-8, Step 4)

A1.7.12.4. Are first time no-shows who are approved for rescheduled testing administered the applicable WAPS test(s) within 10 workdays? (Para 5.4.5.4.1.8.13.5.)

A1.7.12.4.1. When an individual is a first-time no-show, is the AF Form 1566 annotated with "NO SHOW." (Table 5.8., Step 4)

A1.7.12.4.2. If the commander does not approve rescheduling for first-time no-shows, is the PDS updated? (Table 5.8., Step 4)

A1.7.12.5. Is MPF/CC approval obtained for rescheduled testing beyond 10 workdays? (Para 5.4.5.4.1.8.13.5.)

A1.7.12.6. For a second-time no-show, is the AF Form 1566 annotated with "SECOND TIME NO-SHOW." (Table 5.8., Sept 4)

A1.7.12.6.1. Is the PES code for second time no-shows immediately updated to "P" and is the commander notified of this automatic ineligibility condition. (Para 5.4.5.4.1.8.13.5.)

A1.7.12.6.2. Is the PDS update and are all RIPs and AF Forms 1566 forwarded to Customer Service for filing on all second-time no-shows? (Table 5.8., Step 4)

**A1.7.13. WAPS TESTING (AFI 36-2605, unless otherwise specified)**

A1.7.13.1. Are test answer sheets packaged and shipped as specified in Table 4.1. and Para 4.5.?

A1.7.13.2. Are test answer sheets forwarded by certified mail to HQ AFPC within six calendar days after completion of testing? (Attachment 10, Para A10.16.2.)

A1.7.13.3. Have any problems with the Promotion & Testing Unit been identified by HQ AFPC or MAJCOM for failure to comply with the procedures outlined in Chapter 4, such as:

A1.7.13.3.1. Forwarding USAFSE material under WAPS TCO control number?

A1.7.13.3.2. Return address element indicates one TCO number yet test roster indicates the other TCO number?

A1.7.13.3.3. The E-8/9 test answer sheets are marked with WAPS TCO number?

A1.7.13.3.4. Test rosters include both type test answer sheets and therefore forwarded under same TCO number?

A1.7.13.3.5. Answer sheets forwarded under correct TCO number, but assigned package sequence number from the other TCO log?

A1.7.13.3.6. Erroneous answer sheet count?

**A1.7.14. (#) TEST EXAMINERS (AFI 36-2605, unless otherwise specified)**

A1.7.14.1. Are procedures established to insure Military Test Examiners are: (Para 2.6.3.)

A1.7.14.1.1. CMSgt selectee or higher for access to the USAFSE

A1.7.14.1.2. MSgt selectee or higher for access to the SKT and PFE

A1.7.14.1.3. SSgt selectee or higher for access to all other military personnel tests described in this instruction.

**A1.7.15. (#) GSU TESTING (AFI 36-2605, unless otherwise specified)**

A1.7.15.1. When the test examiner travels to a GSU to give tests, do they use a locked briefcase or similar container to protect tests while in travel? (Para 3.9.1.)

A1.7.15.2. When a GSU needs a Special TCO (STCO), has this appointment been approved by the TCO's installation commander or Mission Support Squadron commander? (Para 3.9.3.)

A1.7.15.2.1. Has a copy of this appointment letter been sent to the MAJCOM TCO? (Para 3.9.3.1.)

A1.7.15.3. Has a statement from the GSU commander describing the storage and testing facilities been received? (Para 3.9.3.3.)

A1.7.15.4. Does the servicing TCO provide the STCO all instructions and information required to properly handle and administer the tests? (Para 3.9.3.3.)

A1.7.15.5. Does the STCO acknowledge receipt of the test material by signing the AF Form 310 and immediately return a copy to the TCO? (Para 3.9.3.6.)

**A1.7.16. (#) TEST INVENTORY (AFI 36-2605, unless otherwise specified)**

A1.7.16.1. Are inventories conducted and completed by the 30th of March, July, November? (Para 4.2.1)

A1.7.16.2. Is an impartial official (Officer, Senior NCO, or a civilian (GS-5 or higher)), appointed by the TCO physically inventory and audit the TCO account each June TMI or when directed by the MAJCOM? (Para 4.2.2. & 4.2.3.)

A1.7.16.3. Does the TCO insure that the impartial official conducts only front cover reviews to verify AFPT and copy numbers and does not review test materials? (Para 4.2.3.)

A1.7.16.4. Do inventories reflect disposition (present, destroyed, or transferred) of all AFPTs? (Para 4.2.6.)

A1.7.16.4.1. Do the inventorying officials verify destruction or transfer of test materials and annotate the TMI to reflect discrepancies and status of efforts to resolve them?. [NOTE: AFPAM 36-2620 contains guidance for conducting TMIs ] (Para 4.2.6.)

A1.7.16.5. Is AFPAM 36-2620 used to conduct an inventory? (Para 4.2.6.)

A1.7.16.6. If officials discover or suspect any discrepancies during a TMI, does the TCO or TE advise the MAJCOM TCO? (Para 4.2.8.)

A1.7.16.7. Are both copies of the inventory signed by the TCO and impartial official and authenticated by the MPF Commander for June TMI? (Para 4.2.7.)

A1.7.16.8. Does the TCO (MPF) keep one copy of the completed TMI and send the other copy to the MAJCOM TCO? (Para 4.2.7.)

A1.7.16.9. Is the current and immediately previous inventory maintained by the TCO? (Para 4.2.7.)

**A1.7.17. (#) OFFICER AND NCO SELECTION FOLDERS (AFI 36-2608)**

A1.7.17.1. Does DPMPER forward a copy of the Article 15, decision letter, and associated documents to HQ AFPC? (Para 2.5.10.)

A1.7.17.2. Does DPMPER provide a copy of the Article 15 and decision letter to the appropriate MAJCOM when the decision is to file the Article 15 in the officer selection record? (Para 2.5.10.)

**A1.7.18. SELECTIVE REENLISTMENT PROGRAM (AFI 36-2606)**

A1.7.18.1. Does the CSS return Selective Reenlistment Program (SRP) consideration rosters to the MPF within the SRP consideration month? (Paras 1.7. & 1.12. )

A1.7.18.1.1. Does the MPF update reenlistment eligibility code "2X" upon receipt of the SRP rosters and AF Form 418 from the CSS for those individuals not recommended for selective reenlistment? (para 1.12.2. and Table 3.2.)

A1.7.18.1.2. Does the MPF send unit commanders a monthly list of first-term, second-term, and career airmen ineligible for reenlistment? (Para 3.14.)

A1.7.18.2. Is the MPF identifying airmen who are due SRP consideration or reconsideration, SRP quality monitoring, counseling, and reenlistment ineligibility counseling within the consideration month? (Paras 1.5, 1.7, 3.14.)

**A1.7.18.3. SRP Appeal Process (AFI 36-2606)**

A1.7.18.3.1. Are appeals pertaining to SRP denial being processed by the MPF? (para 1.13.)

A1.7.18.3.2. Are appeals being forwarded to the appropriate appeal authority for action within the established time frames after receipt by the appropriate work center? (para 1.13.2.)

A1.7.18.4. Does the MPF verify reenlistment eligibility and initiate AF Form 545 on all first-term airmen who are selected for reenlistment and want to reenlist? (para 1.14 and Figure 1.1.)

A1.7.18.5. (#) Does the MPF input PTI 477 into the PDS and place all copies of the AF Form 545 in a suspense file pending receipt of CJR response from AFPC? (Figure 1.1. and AFCSM 36-699, para 5.7.3.2.1.)

A1.7.18.6. (#) Does the MPF input PTI 476 on airmen in SRB skills that extend for 36 to 48 months? (Figure 1.1. and AFCSM 36-699, para 5.10.5.2.)

A1.7.18.7. Does the MPF take appropriate action according to AFI 36-2606, after receipt of PDS notification that a CJR is not available in member's AFSC? (Figure 1.1.)

A1.7.18.7.1. (#) Input PTI 470 if member does not desire to remain on the waiting list? (para 1.19. and AFSCM 36-699, para 5.7.3.2.1.2.)

A1.7.18.7.2. Suspend AF Form 545 in a file for those members whom desire to remain on the waiting list? (Figure 1.1.)

A1.7.18.8. Does the MPF take appropriate action according to AFI 36-2606, after receipt of PDS notification that a CJR is available in member's AFSC? (para 1.16., Figure 1.1., and Table 3.9.)

A1.7.18.8.1. Provide counseling on reenlistment benefits and advise the member to initiate reenlistment processing?(para 1.16.2.)

A1.7.18.8.2. Maintains original AF Form 545 until member reenlists, extends or separates, 1st copy to member? (Table 3.9., Rule 6)

A1.7.18.8.3. Cancel CJR for those who elect not to reenlist? (para 1.19.1.)

A1.7.18.9. When an airman becomes ineligible for reenlistment or applies for voluntary separation, does the MPF input PTI 470 to remove the member from the CJR waiting list? (para 1.19.1. and AFSCM 36-699, para 5.7.3.2.1.2.)

#### A1.7.19. **SELECTIVE REENLISTMENT BONUS (AFI 36-2606)**

A1.7.19.1. (#) Does the MPF notify and counsel all airmen affected by SRB terminations, reductions, additions or increases? (para 2.16. and Figure 2.1.)

A1.7.19.1.1. Are counseling statements signed by the member and retained in the member's UPRG until the member reenlists or separates? (para 2.16.4. & AFI 36-2608, Table A2.1., Rule 243)

A1.7.19.1.2. Is the member notified even when TDY? (para 2.16.5.)

A1.7.19.2. Are accelerated SRB payment requests routed through proper channels from airman to commander to Chief MPF who advises HQ AFPC/ DPPAER? (para 2.15.3.)

#### A1.7.20. **REENLISTMENT PROCESSING (AFI 36-2606 unless otherwise indicated)**

A1.7.20.1. Is initial input of JUMPS transactions (E63) submitted to MMPA no earlier than 120 days nor later than 10 days prior to the effective date? (AFSCM 36-699 para 5.9.4.2.)

A1.7.20.2. (#) Are DD Forms 4, Enlistment/Reenlistment Documents and other reenlistment forms (i.e., AF Form 901, etc.) prepared correctly? (Figures 3.1. and 3.2.)

A1.7.20.3. Does the MPF Chief, or designated representative (no less than grade E-6, GS- 6 and assigned to MPF or GSU Personnel Function) or commanders, deputies, and vice commanders at base level or higher, authenticate Section V of the AF Form 901? (para 3.8.2. and Figure 3.2.)

A1.7.20.4. Are airmen who are scheduled to reenlist within seven calendar days of DOS required to complete 7 day retention statement? (Table 3.7., Step 5)

A1.7.20.5. Does the MPF, before reenlistment, check PDS to ensure there is an approved CJR on file? (Table 3.7., Step 2)

A1.7.20.5.1. Is the unit commander completing Section IV of the AF Form 901 no earlier than 10 workdays before but not later than the date of discharge? (Table 3.7., Step 8)

A1.7.20.6. Is a member's reenlistment eligibility status verified to ensure member is eligible for extension of enlistment or reenlistment? (Table 3.7. and Step 1)

A1.7.20.7. Are sole surviving sons and daughters briefed that by reenlisting they waive any right to claim discharge or assignment limitations (AFI 36-2110) as a sole surviving son or daughter? (para 3.13.)

A1.7.20.8. Are sole surviving sons and daughters scheduled for reenlistment advised they can reapply for sole surviving status any time and if approved but not be a basis for discharge or release from active duty? (para 3.13.)

A1.7.20.9. Is the "Authorized Terms of Reenlistment" table (Table 3.6.) used to determine the appropriate Term of Enlistment? (Table 3.6.)

A1.7.20.10. Does MPF update reenlistment eligibility codes (RE codes) accurately? (para 3.18.)

A1.7.20.10.1. Are they updated according to the priority sequence when an airman is subject to two or more RE codes? (para 3.18.)

A1.7.20.10.2. Do MPFs receive AF Form 108 documenting the commander's desire to Remove/Retain reenlistment eligibility codes from PDS? (para 3.16.)

A1.7.20.10.3. When more than one RE code applies to a member and the highest priority one is no longer valid, does MPF update the next highest code? (para 3.18.)

A1.7.20.11. Does MPF process waivers of reenlistment ineligibility and associated appeal actions? (Paras 3.19.1, 2., 3.)

#### **A1.7.21. EXTENSION OF ENLISTMENT (AFI 36-2606)**

A1.7.21.1. (#) Are AF Forms 1411 properly prepared to comply with the requirements of Figure 4.1, Table 3.9., before distribution?

A1.7.21.1.1. Are individuals being briefed on their extension options and responsibilities? (para 4.13. & Figure 4.1. Item 4.)

A1.7.21.1.2. Are erroneous extensions being identified and properly reported to HQ AFPC/DPPAER? (para 4.10.)

A1.7.21.1.3. (#) Are individuals who are authorized to approve or disapprove requests in the "MPF Action" block, AF Form 1411, serving in the required pay grade and duty position? (para 4.1.1.)

A1.7.21.2. (#) Do MPF personnel who interview airmen initiating extensions of enlistment meet the established grade requirements? (para 4.13.)

A1.7.21.3. Are original copies of completed AF Forms 1411 sent to HQ AFPC/DPSRI? (Table 3.9., Item 8)

**A1.7.22. WEIGHT AND BODY FAT MANAGEMENT PROGRAM (AFI 40-502 unless otherwise specified )**

A1.7.22.1. Has the Military Personnel Flight (MPF) Commander appointed an installation WBFMP manager from the MPF who is not in the WBFMP? (Para 2.2.1.)

A1.7.22.2. Does the installation WBFMP manager:

A1.7.22.2.1. Provide procedural guidance on the WBFMP to all supported units? (Para 2.3.1.)

A1.7.22.2.2. (#) Update the Personnel Data System (PDS) for units without PC III capability? (2.3.2.)

A1.7.22.2.3. Conduct SAVs for each base squadron at least once a year to ensure compliance and standardization? (Para 2.3.3.)

A1.7.22.2.4. Publicize requirements via base bulletins, newspapers, commander's call etc., on a recurring basis? (2.3.5.)

**A1.8. CUSTOMER SERVICE ELEMENT**

**A1.8.1. (#) EMERGENCY DATA (DD FORM 93) (AFI 36-3002 unless otherwise specified)**

A1.8.1.1. Does the MPF ensure that one copy of the DD Form 93, **Record of Emergency Data**, with an original signature, is always on file in the UPRG ? (7.4.2.2.)

A1.8.1.2. Does the MPF ensure that the following items of data are accurately reflected/accomplished on the DD Form 93: (Attachment 39)

A1.8.1.2.1. Ensure items 1 and 2a on DD Form 93 do not have any corrections made to them?

A1.8.1.2.2. Not used

A1.8.1.2.3. If the member is a single parent and the child(ren) reside in the same household as the member, is it stated that the child(ren) reside with the member and is the full address provided?

A1.8.1.2.4. Zip codes are used in every address on the DD Form 93?

A1.8.1.2.5. When addressees are UNKNOWN by the member, has the statement "MEMBER UNABLE TO PROVIDE ADDRESS AT THIS TIME" been included only after all avenues of obtaining an address or supplemental information have been exhausted?

A1.8.1.2.6. Has the member verified all entries and signed, first name, middle name, last name, and grade, on all copies in blue or black ink?

A1.8.1.2.7. Has a disinterested witness signed, first name, middle name, last name, and grade, on all copies in blue or black ink?

A1.8.1.2.8. Has member dated all copies on the DD Form 93 in blue or black ink using the correct date format: YYMMDD for example 930125?

A1.8.1.2.9. If the spouse is in the military, has the military grade, branch of service, and base of assignment been included on the DD Form 93?



A1.8.1.3. Does the MPF file the originals in the UPRG within 1 workday after completing or receiving the new form? (7.4.2.1.)

A1.8.1.4. Does the MPF mail a 3 ½ inch disk of the DD Form 93 to either HQ AFPC/DPWCS or, for ANG members not on EAD, to the appropriate state or territory adjutant general within 5 workdays? (7.4.2.3.)

#### A1.8.2. **DRESS AND PERSONAL APPEARANCE**

A1.8.2.1. Does the MPF function as OPR for AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*? (AFI 36-2903)

A1.8.2.2. Is the base supplement to AFI 36-2903 current and has MAJCOM approval been obtained? (AFI 36-2903 Para 7.2.)

#### A1.8.3. **PUBLICITY OF PERSONNEL PROGRAMS** (The following is a recommended guide to the frequency of publicity of personnel programs)

A1.8.3.1. Advertise Monthly:

A1.8.3.1.1. Dress and Personal Appearance

A1.8.3.1.2. DD Form 93

A1.8.3.2. Advertise Quarterly:

A1.8.3.2.1. Savings Bond Program

A1.8.3.2.2. Air Force Voting Program

A1.8.3.2.3. Survivor Benefit Plan

A1.8.3.2.4. Commercial Solicitation

A1.8.3.2.5. Availability of Counseling

A1.8.3.2.6. Special Trophies and Awards

A1.8.3.2.7. Family Member Dental Plan (FMDP) Program

#### A1.8.4. (#) **CASUALTY SERVICES PROGRAMS** (AFI 36-3002 unless otherwise specified)

A1.8.4.1. Does the Chief, Customer Support Element ensure that the CAR acts in accordance with AFI 36-2622, *Base Level Military Personnel System*? (1.3.6.1.)

A1.8.4.2. Has the Chief, Customer Support Element prepared written instructions to supplement AFI 36-3002 (without duplication) outlining each base agency's responsibilities and has the supplement been approved by HQ PACAF/DPPFS and HQ AFPC/DPWCS? (1.3.6.2.)

A1.8.4.3. Does the Chief, Customer Support Element send AF Form 1075, listing the MPF personnel responsible for casualty reporting, notification, and assistance and casualty standby duties to HQ AFPC/DPWCS (original and three copies), HQ DFAS-DE/FJSCA (one copy), and HQ PACAF/DPPFS (one copy) immediately upon a change? (1.3.6.5.)

A1.8.4.4. Does the Chief, MPF Customer Support Element send AF FORM 1075 to HQ AFPC/DPWCS (original and one copy) listing all officers (captain and above) assigned casualty service duties at serviced GSUs outside a 50-mile radius immediately upon a change? (1.3.6.6.)

A1.8.4.5. Does the Chief, Customer Support Element train, with the help from the CAR, all casualty services personnel at serviced GSUs, Personnel Support for Contingency Operations (PERSCO) personnel, and CAST personnel, using AFI 36-3002, the base instructions, and sample messages and letters for reporting casualties and notifying the Next Of Kin (NOK)? (1.3.6.7.)

A1.8.4.6. Does the Chief, Customer Support Element give mortuary personnel casualty information, i.e., date and place of birth, home of record, race and religion, Total Active Federal Military Service Date (TAFMSD), awards, decoration, and badges? (1.3.6.8.)

A1.8.4.7. When a member's dependent dies does the Chief, Customer Support Element advise the member of the opportunity to apply for humanitarian reassignment (1.3.6.9.) and discuss such reassignments with the member discreetly and at an appropriate time and place? (1.3.6.10.)

A1.8.4.8. When an incident involves multiple casualties does the Chief, Customer Support Element: (1.3.6.11.)

A1.8.4.8.1. Recall the CAST on orders from the MPF Commander to establish immediate telephone contact with HQ AFPC/DPWCS if possible?

A1.8.4.8.2. Coordinate with military and civilian organizations, including hospitals, to expedite the flow of information for casualty reporting?

A1.8.4.8.3. Advise the on-scene commander on conclusive evidence of death if recovery and positive identification of remains are delayed or impossible?

**A1.8.5. (#) CASUALTY ASSISTANCE REPRESENTATIVE (CAR) (AFI 36-3002 unless otherwise specified)**

A1.8.5.1. Does the CAR report the status of all casualties to HQ AFPC/DPWCS and other agencies concerned (such as Air Force Mortuary, Armed Forces Institute of Pathology, DFAS-DE, and so forth)? (1.4.1.1.)

A1.8.5.2. Does the Car help the NOK or other eligible beneficiaries of a deceased member to claim all government benefits to which they are entitled? (1.4.1.2.)

A1.8.5.3. Does the CAR provide for the welfare of the NOK of a Declared Duty Status - Whereabouts Unknown (DUSTWUN) or missing member? (1.4.1.3.)

A1.8.5.4. Does the CAR help the NOK of a Serious Illness or Injury (SI), Very Serious Illness or Injury (VSI), or Incapacitating Illness or Injury (III) member? (1.4.1.3.)

A1.8.5.5. Does the CAR refer all requests for information on any wartime casualty (including those from friendly fire) to the installation Public Affairs Office? (1.5.4.3.)

**A1.8.6. (#) MAINTENANCE OF CASUALTY FILES (AFI 36-3002 unless other wise specified)**

A1.8.6.1. Does the CAR establish a case file for each assigned casualty and file them alphabetically? Are they maintained and disposed of in accordance with AFI 37-138, *Records Disposition-Responsibilities and Procedures* and AFMAN 37-139, *Records Disposition-Standards*? (1.6.2.1.)

A1.8.6.2. Do casualty case files contain: (1.6.2.2.)

A1.8.6.2.1. A chronological record of contacts with the NOK, other government and civilian agencies, and the CAR's action on behalf of the NOK?

A1.8.6.2.2. Copies of all memorandum and forms sent to agencies and the NOK?

A1.8.6.2.3. Any other relevant documents?

**A1.8.7. (#) DISPOSITION OF CASUALTY FORMS (AFI 36-3002 unless other wise specified)**

A1.8.7.1. Upon receipt of DD Form 1300, **Report of Casualty**, does the CAR send copy to the Primary Next of Kin (PNOK) and Summary Court Officer? (1.7.2.)

A1.8.7.2. Upon receipt of DD Form 1613, **Statement of Service**, does the CAR: (1.8.4.)

A1.8.7.2.1. Send one copy to the Department of Veterans Affairs (VA)?

A1.8.7.2.2. Send one copy to the Social Security Administration (SSA)?

A1.8.7.2.3. Send two copies to the PNOK?

A1.8.7.2.4. Put one copy in the case file?

**A1.8.8. (#) CASUALTY REPORTS (AFI 36-3002 unless otherwise specified)**

A1.8.8.1. Does the CAR immediately telephone HQ AFPC/DPWCS upon learning of a casualty, without waiting for confirmation of the report? (2.1.2.1.)

A1.8.8.2. Does the CAR prepare casualty reports and send them at once to HQ AFPC/DPWCS by the most expeditious means (pouch, courier, or first class mail when telephone or electronic communication is not possible due to combat, natural disaster, and so on)? (2.1.2.2.)

A1.8.8.3. Does the CAR deliver the appropriate casualty message, as determined by HQ AFPC/DPWCS, to the telecommunications center within 4 hours of learning of a casualty? (2.1.2.3.)

A1.8.8.3.1. Is the casualty message prepared in an easily readable tabular form, with each item lettered and beginning on a new line? (2.1.3.)

A1.8.8.4. Does the reporting unit label unknown or unconfirmed items: "To Be Supplemented" or "Unconfirmed" respectively and report or confirm the information as soon as possible in a supplemental report? (2.1.4.4.)

A1.8.8.5. When an initial casualty report contains incorrect information, does the reporting unit submit a supplemental report and label the items "Corrected"? (2.1.4.7.)

A1.8.8.6. Does the reporting unit prepare initial casualty reports on deceased and missing DAF or DOD civilian employees in order to facilitate transportation of NOK and household goods back to CONUS? (2.1.4.8.)

A1.8.8.7. Does the reporting unit confirm delivery of all: (2.2.)

A1.8.8.7.1. Initial casualty reports?

A1.8.8.7.2. Search progress reports?

A1.8.8.7.3. Medical progress reports?

A1.8.8.8. Does the reporting unit notify HQ AFPC/DPWCS by telephone of the report's transmission (2.2.3.)

A1.8.8.8.1. Does the reporting unit continue checking with the telecommunications center every 2 hours until it receives confirmation of delivery? (2.2.2.)

**A1.8.9. (#) SERIOUS ILLNESS OR INJURY (SI); VERY SERIOUS ILLNESS OR INJURY (VSI); INCAPACITATING ILLNESS OR INJURY (III) (AFI 36-3002 unless otherwise specified)**

A1.8.9.1. When a doctor hospitalizes an overseas member determined to be VSI or SI or to have III, does the CAR submit the appropriate VSI, SI or III casualty report? (2.18.1.1.)

A1.8.9.2. Does the CAR submit VSI, SI or III casualty reports on dependents and civilians only when requesting HQ AFPC/DPWCS to notify the NOK? (2.18.1.2.)

A1.8.9.3. Does the reporting unit use Item M on the VSI or SI casualty report to request invitational travel authorization for overseas travel for the NOK or VSI or SI members? (2.18.1.3.)

A1.8.9.4. Does the reporting unit submit a Medical Progress Report within 24 hours of the initial (VSI, SI or III) casualty report and every 4 days thereafter? (2.20.1.)

A1.8.9.5. Does the reporting unit submit a Medical Progress Report immediately when: (2.20.3.)

A1.8.9.5.1. There is a change in diagnosis, prognosis, or status?

A1.8.9.5.2. Surgery is scheduled and immediately after surgery?

A1.8.9.5.3. The Air Force evacuates the patient (BROKE/MOVED)?

A1.8.9.5.4. The Air Force moves a patient (MOVED) from one overseas MTF to another MTF reporting the complete itinerary including the flight mission number and the name of the destination MPF? (2.20.3.4.)

A1.8.9.6. Does the CAR understand and brief the NOK on the details of the Invitational Travel Order (ITO) program? (2.22.2.)

A1.8.9.7. Does the CAR: (2.22.3.4.)

A1.8.9.7.1. Ensure that appropriate base offices and personnel (medical personnel, commanders, command post personnel, and so on) receive information about the ITO program through such media as base instructions and commander's orientations?

A1.8.9.7.2. Ensures that base agencies and individuals notify the CAR on all VSI and SI cases at base hospital and at local civilian hospitals?

A1.8.9.7.3. Contact HQ AFPC/DPWCS immediately by telephone when the MTF commander approves an ITO request?

A1.8.9.7.4. Confirms Invitational Travel Orders (ITOs) with HQ AFPC/DPWCS?

A1.8.9.7.5. Gives the personal escort the NOK's itinerary received from HQ AFPC/DPWCS?

A1.8.9.7.6. For members in hospitals away from the base, arranges for someone to receive the NOK and arranges for their quarters and meals?

A1.8.9.7.7. Finds out when the NOK wants to go home and tells HQ AFPC/DPWCS by telephone or message?

**A1.8.10. (#) REPORTING RETIREE DEATHS (AFI 36-3002 unless otherwise specified)**

A1.8.10.1. Does the CAR investigate the possible death of a retiree when notified? (2.27.1.)

A1.8.10.2. During the investigation of the possible death does the CAR send a status report every 3 weeks, by message, to HQ AFPC/DPWCS and DFAS-CL/ROB? (2.27.4.)

A1.8.10.3. When the CAR learns of a retiree's death, has the CAR immediately informed the FSO of the retiree's name and SSAN and the date of death? (2.28.1.)

A1.8.10.4. Does the CAR type the initial/final AF Form 1312 (2.28.4.2.) within 5 workdays after the CAR learns that the NOK has received benefits. In addition, it must contain as much information as possible on: (2.28.4.1.)

A1.8.10.4.1. The NOK?

A1.8.10.4.2. The deceased?

A1.8.10.4.3. The date, place and cause of the death?

A1.8.10.5. Does the CAR keep a copy of the AF Form 1312 in the case file (2.28.4.4.) and submit the original AF Form 1312 to HQ AFPC/DPWCS and one copy to USAF AL/AOEP within 1 duty day of the notification of the retiree death? (2.28.4.3.)

A1.8.10.6. When an Air Force retiree dies within 120 days after retiring, does the CAR notify HQ AFPC/DPWCS by ROUTINE precedence message the next duty day after they learn of the death? (2.30.1.)

A1.8.10.7. When an Air Force member dies within 120 days of retiring, does the CAR immediately telefax (665-2348) and later mail these documents if available to HQ AFPC/DPWCS? (2.30.2.)

A1.8.10.7.1. DD Form 93, **Record of Emergency Data** (signed original signature copy only)?

A1.8.10.7.2. VA Form SGL V8286, **Servicemen's Group Life Insurance Election & Certificate** (original only)?

A1.8.10.7.3. Any other VA Forms relate to SGLI found in UPRG (signed original and a photo copy)?

A1.8.10.7.4. One copy of DD Form 214, **Certificate of Release or Discharge from Active Duty**?

A1.8.10.7.5. One copy of retirement orders?

A1.8.10.8. Does the CAR report the death of a retired general officer by telephone to HQ AFPC/DPWCS immediately upon notification? (2.31.)

**A1.8.11. (#) NOTIFICATION OF NOK (AFI 36-3002 unless otherwise specified)**

A1.8.11.1. Does the CAR provide instructions to the notification office prior to notification of family members and other designated persons? (3.2.5.1.)

A1.8.11.2. Does the CAR give the notification officer a copy of the Casualty Notification Officer Checklist (AFI 3-3002, Attachment 16) prior to notification? (3.2.5.2.)

A1.8.11.3. Does the CAR prepare the appropriate notification letter for the notification officer prior to notification if the notification officer is not the member's commander or designated representative? (3.4.3.)

A1.8.11.4. Does the CAR, with help from the Transportation Officer, provide a sedan or station wagon for the notification officer? (3.5.1.)

A1.8.11.5. After notification, did the notification officer inform NOK who are eligible for casualty assistance that a CAR will contact them within 24 hours to arrange for a casualty assistance visit at their convenience? (3.10.15.5.)

A1.8.11.6. After the notification is complete, has the notification officer telephoned HQ AFPC/DPWCS as soon as possible from the NOK's area with: (3.11.1.)

A1.8.11.6.1. The time of notification?

A1.8.11.6.2. The NOK's telephone number, if available?

A1.8.11.6.3. The NOK's complete address?

A1.8.11.6.4. Any unusual events or NOK comments?

A1.8.11.7. After the notification is complete, has the reporting and assistance base(s) been notified by HQ AFPC/DPWCS that the notification is complete? (3.11.2.)

**A1.8.12. (#) NOK ASSISTANCE ACTIVE DUTY (AFI 36-3002 unless otherwise specified)**

A1.8.12.1. Does the assisting CAR notify the primary CAR of the dates the Secondary Next Of Kin (SNOK) or other beneficiaries applied for and received benefits? (Para 4.2.5.)

A1.8.12.2. Does the CAR contact, either by telephone or in person, the PNOK within 24 hours of learning of an active duty casualty (Para 4.3.) inquiring if there are any immediate problems, confirm addresses, and offer to arrange a casualty assistance visit for the individual's most convenient date and location? (Para 4.3.4.)

A1.8.12.3. Does the CAR offer a casualty assistance visit to the PNOK of retirees who die more than 120 days after retiring or assist them by mail and telephone if they agree? (Para 4.3.6.)

A1.8.12.4. Does the CAR offer casualty assistance visits to any beneficiary besides the PNOK or assist them by mail and telephone if the individual agree? (Para 4.3.7.)

A1.8.12.5. Does the CAR, after receiving relevant new information from any NOK of an active duty member: (Para 4.4.)

A1.8.12.5.1. Immediately notify HQ AFPC/DPWCS by telephone?

A1.8.12.5.2. Confirm the information with a supplement message to HQ AFPC/DPWCS by the next duty day?

A1.8.12.6. Does the CAR visit the PNOK of an active duty member at least once a year (Para 4.5.1.) and make additional visits and telephone calls as required? (Para 4.5.2.)

A1.8.12.7. Does the CAR give the PNOK of an active duty member a copy of attachment 21, AFI 36-3002, and complete and explain the necessary claim forms for applicable benefits? (Para 4.5.3.)

A1.8.12.8. Does the CAR submit the PNOK's applications and supporting documentation to the appropriate agencies as soon as possible? (Para 4.5.3.2.)

A1.8.12.9. When the Veterans Services Officer is not available, does the CAR counsel the PNOK and file the appropriate application for Dependency and Indemnity Compensation (DIC)? (Para 4.5.3.4.)

A1.8.12.10. For missing members, does the CAR:

A1.8.12.10.1. Inform HQ AFPC/DPWCS whether the PNOK has a valid power of attorney and if so, of its type and expiration date? (Para 4.5.4.1.)

A1.8.12.10.2. If the PNOK have or anticipate any legal problems (Para 4.5.4.1.)

A1.8.12.10.3. Help the PNOK arrange for increased or special allotments through DFAS-CE? (Para 4.5.4.1.)

A1.8.12.10.4. Advise dependents of missing members that they may occupy excess government family housing at any installation? (Para 4.5.4.2.)

A1.8.12.11. Does the CAR inform the NOK of their right under Public Law 102-484, section 1072, National Defense Authorization Act, to request a copy of the casualty case file and documentation obtained relating to the casualty, and provide it when requested? (Para 4.6.1.)

A1.8.12.12. Does the CAR help the NOK obtain any protected documents they may have a right to see under the Freedom of Information Act (FOIA)? (Para 4.6.2.)

A1.8.12.13. Does the CAR inform the PNOK of deceased or missing members involved in military aircraft accidents or suspected friendly fire incidents that they may obtain a copy of the releasable investigation report by writing to the staff judge advocate of the MAJCOM conducting the investigation? (Para 4.6.3.)

A1.8.12.14. If an AFOSI investigation is in progress on an active duty death (for example, suicides, homicides, suspicious deaths where cause or manner of death is unknown or the Air Force suspects foul play) or on a missing member, and the NOK wants to see the closed report, does the CAR advise them that they may request the information under the FOIA? (Para 4.6.4.)

A1.8.12.15. Does the CAR discuss with the NOK of an active duty member all benefits listed on AF Form 58, **Casualty Assistance Summary Transmittal**? (Para 4.7.1.1.)

A1.8.12.16. Does the CAR complete AF Form 58 for active duty deaths using the instructions in AFI 36-3002, attachment 23 and briefly summarize any problems in the remarks section? (Para 4.7.1.2.)

A1.8.12.17. Does the CAR address or discuss with the NOK of an active duty member:

A1.8.12.17.1. Financial assistance? (Para 4.7.2.)

A1.8.12.17.2. Housing assistance? (Para 4.7.3.)

- A1.8.12.17.3. Fraudulent claims? (Para 4.8.1.)
- A1.8.12.17.4. Identification card? (Para 4.8.2.)
- A1.8.12.17.5. Harassment or threats? (Para 4.8.3.)
- A1.8.12.17.6. Special surveillance? (Para 4.8.4.)
- A1.8.12.17.7. Mortuary matters? (Para 4.8.5.)
- A1.8.12.17.8. Awards and decorations? (Para 4.8.6.)
- A1.8.12.17.9. Federal Income Tax refunds and credits? (Para 4.8.8.)
- A1.8.12.17.10. Lapel buttons? (Para 4.8.9.)
- A1.8.12.17.11. Civilian death certificates? (Para 4.8.7.)
- A1.8.12.18. If the NOK intends on remaining in the overseas area, has the CAR advised the NOK in writing of the military privileges that may or may not be available due to local Status of forces Agreement? (Para 4.7.3.4.)
- A1.8.12.19. If the parents of a deceased member are not the primary next of kin, does the CAR advise them by letter within 15 days, of their possible entitlement to VA and Social Security benefits and how to apply? (Para 4.9.1.)
- A1.8.12.20. Does the CAR contact the PNOK of deceased active duty members at least once every 30 days the first 4 months after the member's death and at least once every 60 days thereafter until the case is closed? (Para 4.10.1.)
- A1.8.12.21. Does the CAR contact the PNOK of missing active duty members at least once every 30 days for the first year and at least once every 3 months thereafter for as long as the member remains in a missing status? (Para 4.10.2.)
- A1.8.12.22. Does the CAR annotate all contacts with the NOK of an active duty member on the AF Form 58? (Para 4.10.4.)
- A1.8.12.23. Does the CAR provide the NOK of an active duty member a copy of attachment 21, AFI 36-3002? (Para 4.10.5.)
- A1.8.12.24. Does the CAR give the NOK of an active duty member additional advice regarding benefit claims and offer to help expedite settlement (Para 4.10.6.) and inquire about the status of benefit claims or applications they've already filed? (Para 4.10.7.)
- A1.8.12.25. Does the CAR return one-of-a-kind documents or items with sentimental value to the NOK of an active duty member in person if possible or by certified mail, return receipt requested? (Para 4.10.8.)
- A1.8.12.26. Does the CAR transfer the case only when the PNOK of an active duty member leaves the area permanently and provides a firm address or location? (Para 4.11.2.)
- A1.8.12.27. When transferring a casualty assistance case file does the CAR:
  - A1.8.12.27.1. Immediately notify HQ AFPC/DPWCS and the gaining CAR? (Para 4.11.5.1.)
  - A1.8.12.27.2. Review the AF Form 58 and verify and update all entries except addresses? (Para 4.11.5.2.)



A1.8.12.27.3. Ensure the case file includes a typed original and one legible copy of the partially completed AF Form 58 (Para 4.11.5.3.)

A1.8.12.27.4. Use the "1st IND to" and "From" on the AF Form 58? (Para 4.11.5.4.)

A1.8.12.28. Does the CAR send HQ AFPC/DPWCS and DFAS-DE/FJPC a copy of the AF Form 58 for an active duty member and keep a copy for 6 months? (Para 4.11.5.5.)

A1.8.12.29. Does the CAR send the active duty casualty case file by certified mail, return receipt requested (Para 4.11.5.6.) and telephone (if in the CONUS) or send a message (if overseas) to the gaining CAR when they mail the active duty casualty case file and ask the gaining CAR to contact them if the case file does not arrive? (Para 4.11.5.7.)

A1.8.12.30. Does the CAR close the casualty assistance case file on deceased active duty members within 6 months from the date of death? (Para 4.12.2.)

A1.8.12.30.1. Or request an extension from HQ AFPC/DPWCS in a memo or message if benefits are not settled by the 5th month after the date of death of an AD member? (Para 4.12.4.)

A1.8.12.31. Does the CAR submit the original AF Form 58 to HQ AFPC/DPWCS to administratively close an active duty casualty assistance case? (Para 4.12.6.)

A1.8.12.32. Does the CAR type AF Form 58, properly complete all items, accurately record dates, and sign the form for an active duty casualty case? (Para 4.12.7.)

A1.8.12.33. If more than one installation has provided casualty assistance, has the CAR complied with Para 4.2.4. before submitting AF Form 58? (Para 4.12.8.)

A1.8.12.34. Is the disposition of casualty assistance case files done IAW AFI 37-138? (Para 4.13.)

A1.8.12.35. Does the CAR establish initial contact for casualty assistance with the NOK of a retiree by telephone or in person? (Para 4.14.1.)

**A1.8.13. (#) NOK ASSISTANCE RETIRED MEMBERS (AFI 36-3002 unless otherwise specified)**

A1.8.13.1. Does the CAR give or send the PNOK of a retiree the following: (Para 4.14.3.)

A1.8.13.1.1. A copy of attachment 22, AFI 36-3002?

A1.8.13.1.2. Necessary claim forms (partially complete before mailing)? Forward a copy of the initial/final AF Fm 1312 with civilian death certificate to AFRL/HEDB, 2606 Doolittle Road, Brooks AFB, TX 78235-5250

A1.8.13.1.3. An error-free cover letter tailored to the NOKs needs?

A1.8.13.2. Does the CAR mail all applications for arrears of pay with supporting documentation to DFAS-CL/Code FRCAE, PO Box 99191, Cleveland OH 44199-1126? (Para 4.14.5.)

A1.8.13.3. Does the CAR send a copy of the civilian death certificate, as soon as received, to: SAFAL/AOEP, 2510 Kennedy Drive Ste 3, Brooks AFB TX 78235-5199? (Para 4.14.6.)

A1.8.13.4. Does the CAR discuss with the NOK of a retiree all benefits listed on AF Form 58? (Para 4.14.7.)

A1.8.13.5. Does the CAR contact the PNOK and:

A1.8.13.5.1. Assist with any claims processing problems? (Para 4.14.9.)

A1.8.13.5.2. Help the PNOK apply for monthly Social Security and VA benefits? (Para 4.14.12.)

A1.8.13.5.3. Contact the PNOK applying for extensive or long-term benefits: (Para 4.14.10.)

A1.8.13.5.3.1. At least once every 30 days for the first 2 months after the retiree's death?

A1.8.13.5.3.2. At least once every 60 days thereafter until the NOK receive all benefits?

A1.8.13.5.4. Monitor retiree cases for receipt of arrears of pay (AOP), Survivor Benefit Plan (SBP), or Retired Servicemen's Family Protection Plan (RSFPP)? (Para 4.14.11.)

A1.8.13.6. Does the CAR provide casualty assistance to the NOK of retirees who die within 120 days of retiring the same as they would to the NOK of active Air Force casualties? (Para 4.14.13.)

A1.8.13.7. Does the CAR contact the PNOK of retirees who die within 120 days of retirement at least once every 30 days for the first 4 months after the member's death and at least once every 60 days thereafter until they have received all benefits, including monthly Social Security and VA benefits? (Para 4.14.13.1.)

A1.8.13.8. Does the CAR contact the SNOK and estate executors of a retiree according to their needs, as determined during the CAR's initial contact with the PNOK and as recorded in item 11 on AF Form 58? (Para 4.14.14.)

A1.8.13.9. Does the CAR inform the local FSO of a confirmed retiree death, including the retiree's name, SSAN, date of retirement, grade and the date of death? (Para 4.15.2.1.2.)

A1.8.13.10. Does the CAR obtain the required annuity documentation from the beneficiary within 10 work days and gives it to the FSO for processing? (Para 4.15.4.)

A1.8.13.11. Does the CAR complete AF Form 1312 for all retiree deaths? (Para 4.18.2.3.)

A1.8.13.12. Does the CAR submit the final AF Form 1312 in original to HQ AFPC/DPWCS within 5 work days after learning the NOK has received both AOP and SBP/RSFPP, as appropriate, (Para 4.19.2.4.) and keep a copy of the AF Form 1312 in the retiree's casualty case file? (Para 4.18.2.5.)

A1.8.13.13. Does the CAR close all retiree case files within 6 months after learning of the death or notify HQ AFPC/DPWCS by telephone if this is not possible? (Para 4.18.3.1.)

A1.8.13.14. Does the CAR maintain an AF Form 58 for each retiree case file, noting: (Para 4.18.3.2.)

A1.8.13.14.1. All contacts with the NOK?

A1.8.13.14.2. Benefits that the NOK has applied for and/or received?

**A1.8.14. (#) CIRCUMSTANCES AND CONDOLENCE LETTERS (AFI 36-3002 unless otherwise specified)**

A1.8.14.1. Does the CAR review all circumstances and condolence letters to ensure that: (5.1.4.8.)

A1.8.14.1.1. The letters comply with AFI 36-3002?

A1.8.14.1.2. The letters do not conflict with information already sent to HQ AFPC/DPWCS?

A1.8.14.2. Does the CAR send a copy of circumstance and condolence letters to HQ AFPC/DPWCS on the same day the commander mails the original to the NOK? (5.1.5.3.)

**A1.9. EDUCATION/TRAINING****A1.9.1. EDUCATIONAL SERVICES (Reference AFI 36-2306 unless otherwise specified)**

A1.9.1.1. (#) Are individuals provided Tuition Assistance (TA) when they have (5.4.1.):

A1.9.1.1.1. Retainability until the end date of the course

A1.9.1.1.2. Paid all reimbursements for courses not completed successfully using TA (for grades of Incomplete (I), Failure (F), Withdrawal (W))?

A1.9.1.1.3. Provide grades from previous courses using TA ?

A1.9.1.1.4. Is a record of counseling in the individuals education record (AF Form 186) prior to the issuance of TA (counseling includes the information on the obligation of the member to reimburse the cost of TA for a course that is not completed for other than health, TDY, PCS, change in work schedule, emergency leave or hospitalization) (5.4.1.)?

A1.9.1.2. (#) Are students who have not satisfactorily completed a course (I, F, W or blank grades) using tuition assistance contacted to determine if the government must receive a refund for the TA cost of the course (5.4.1.)?

A1.9.1.3. (#) Is TA not provided for degrees or courses lower or equal to a degree already attained or Failed courses unless they have been reimbursed (5.4.2.)?

A1.9.1.4. (#) Is authorized access to controlled test materials properly in effect by limited access to the safe, a quarterly test inventory conducted by the TCO, and visual monitoring of individuals while testing is observed ( 9.4, Defense Activity for Non-Traditional Education (DANTES) Examination Program Handbook Part I)?

A1.9.1.4.1. Are examinees prevented from receiving unauthorized assistance, i.e., notes, during test administration by preventing books, brief cases and other personal articles in the testing room?

A1.9.1.5. (#) Has a needs assessment of the installation been conducted within the last three years (2.3.)?

A1.9.1.5.1. Are data obtained from educational needs assessment used to develop measurable objectives in the base education plan? (7)

A1.9.1.5.2. Are Air Force Objectives met (3.3.) or if not included in the installation Education plan as an objective?

A1.9.1.5.3. (#) Are PACAF Command Objectives included in the installation Education Plan?

A1.9.1.5.4. (#) Is an installation base line established with the goal of increasing the percent of enlisted members with a degree (Education Level Codes H,N,P)? (Short tour areas will target improvement towards this goal)

A1.9.1.5.4.1. Has a baseline been established with a goal of increasing the % of Staff Sergeants with an associate degree or higher equal to or exceeding the PACAF average?

A1.9.1.5.4.2. Has a baseline been established with a goal increasing the % of Master Sergeants with one year time in grade with an associate degree or higher to reach or exceed the PACAF average?

A1.9.1.5.4.3. Has a baseline been established with a goal of increasing the % of Senior Master Sergeants with one year time in grade with a bachelor's degree or higher equal to or exceeding the PACAF average?

A1.9.1.5.5. (#) Has a baseline been established with a goal of increased participation in education programs in PACAF by increasing the rate of enrollment to 740 enrollments per 1,000 thousand by FY03 (annual)?

A1.9.1.5.6. (#) Has a baseline been established with the goal of increasing the PACAF rate of DANTES testing to 140 per 1000?

A1.9.1.5.6.1. Maintain a pass rate greater than 60%?

A1.9.1.5.7. (#) Has there been a study skills course scheduled in the last year?

A1.9.1.5.8. Have CCAF instructors who do not hold a degree been identified and are they monitored and encouraged to complete a degree within one year of assignment to instructor status?

A1.9.1.6. Are commissioning programs, i.e., Airman Education Commissioning Program (AECF), Air Force Reserve Officer Training Corps (AFROTC) , Officer Training School, United States Air Force Academy (USAF), and Leadership Encouraging Airmen Development (LEAD) actively publicized? (AFI-36-2013)

A1.9.1.6.1. Have commanders been made aware of the LEAD program?

A1.9.1.6.2. Has the Scholarship for Outstanding Airmen to AFROTC (SOAR) program been publicized?

A1.9.1.6.3. Is there evidence of continuous recruiting for outstanding candidates?

A1.9.1.6.4. Has at least one of the following applications for a commissioning program for an enlisted member been completed in the last 12 months (AECF, AFROTC, LEAD, SOAR, OTS or USAFA)?

A1.9.1.7. Are handouts on education programs/opportunities, i.e., basic skills/high school completion, collegiate, commissioning, testing, counseling services, Community College of the AF, etc., offered at the base? (3.3.)

A1.9.1.7.1. Are they readily available to and used by customers?

A1.9.1.8. Are counselors provided sufficient training to keep them up to date on Air Force and instructional programs (DODI 1322.25, Enclosure 3, B.3.) by attending one of the following in the last 3 years: Air Force Counselors PDI, National Counseling Association Conference, or a CCAF or Defense Activity for Non-Traditional Education (DANTES) training session within the last 3 years

A1.9.1.8.1. (#) Has the ESO provided training for counselors and technicians (military or civilian) through courses provided by the installation, in house training, or OJT?

#### **A1.10. CIVILIAN PERSONNEL FLIGHTS (CPF)**

##### **A1.10.1. QUALITY ASSESSMENT (AFPD 36-1; AFI 36-112, Para 1.3.)**

A1.10.1.1. (#) Has the Civilian Personnel Flight conducted an annual internal self-assessment? (5 USC 1104 (b); 5 CFR 293.103; AFI 36-112, Para 1.3)

A1.10.1.1.1. (#) Does the assessment consist of a review of the following civilian personnel key processes: 1) Filling jobs; 2) Managing Civilian Resources; 3) Managing Performance; 4) Promoting Work Force Relations 5) Customer service? (5 USC 1104 (b); 5 CFR 293.103; AFI 36-112, Para 1.3.)

A1.10.1.1.2. (#) Does the assessment include an analysis of performance trends which focuses on performance and improvement of key processes-product and service quality, effectiveness, and comparisons of performance levels/trends? (5 CFR 293.103; AFI 36-112, Para 1.3.3.)

A1.10.1.1.3. (#) Where the assessment found weaknesses, have improvement plans been developed? (5 CFR 293.103; AFI 36-112, Para 1.1.3.4.)

A1.10.1.1.4. Where the assessment found strengths with potential application Air Force wide, were the results forwarded HQ PACAF/DPC? (5 CFR 293.103; AFI 36-112, Para 1.1.3.4.)

A1.10.1.2. Has the CPF developed and administered a customer satisfaction survey instrument?

A1.10.1.2.1. Was it coordinated with any recognized unions prior to any distribution?

##### **A1.10.2. UTILIZATION/EMPLOYMENT PLANS (AFPD 36-5, AFPD 36-2, AFI 36-502)**

A1.10.2.1. (#) Has the CPF developed a civilian employment plan (CEP)? (AFI 36-502, Para 2.4, and 3.)

A1.10.2.1.1. Is the plan flexible and responsive to changing needs?

A1.10.2.1.2. Does the plan integrate with the overall management planning process of the base, i.e. responsive to mission, budget and applicable affirmative employment goals?

A1.10.2.2. (#) Does the CPF plan, program and monitor allocated workyears (WY)? (AFI 36-502, Para 3.)

A1.10.2.2.1. (#) Are work years generally executed to WY plans? Measurement: WY execution to WY plan, is there a tracking system?

A1.10.2.3. Is there evidence that manpower, budget and the CPF worked closely with management officials to minimize the impact of work force reductions?

A1.10.2.3.1. (#) Has the Commander established a Corporate Board to make sure that civilian resources are used most efficiently and effectively? (AFI 96-502, Para 2.2.)

A1.10.2.3.2. Does the Corporate Board include functional managers and representatives from the civilian personnel, financial management, and manpower communities? (AFI 96-502, Para 2.2.)

A1.10.2.4. Are all Support Agreements current? (AFPD 252, Attachment 1)

#### **A1.10.3. MOBILIZATION (AFPD 36-5; AFI 36-507)**

A1.10.3.1. (#) Has the CPF set up civilian personnel support procedures to use during evacuations caused by military operations or natural disasters? (AFI 36-507, Para 1.5.4.)

A1.10.3.2. (#) Does the installation have a mobilization plan that: 1) Identifies civilian employees needed to meet US and O/S mission requirements; 2) Identifies Key and Emergency-Essential (E-E) employees; 3) Identifies the military obligation of civilian employees; 4) Documents removal of Key and E-E from military mobilization obligation; 5) Identifies skill shortages and shortfall resolutions (AFPD 36-5, A1.)

A1.10.3.3. (#) Does the CPF have a process to ensure accuracy of the mobilization data in DCPDS? (AFI 36-507, Para 1.5.1.)

A1.10.3.4. (#) For positions designated as key or EE, does the CPF notify candidates of any applicable conditions? (AFI 36-507, Para 1.5.22.)

A1.10.3.5. (#) Does the CPF request removing known key and E-E employees from their military mobilization obligation? (AFI 36-507, para 1.5.5.1.)

A1.10.3.6. Has the CPF identified in base support plans how personnel support will be provided to employees and supervisors during contingencies? (AFI 36-507, Para 1.5.7.)

A1.10.3.7. Does the CPF assist the Military Personnel Flight, Personnel Systems and Readiness Section (PSRS) or equivalent and deployment processing officer with developing and implementing civilian personnel deployment processing and strength accountability procedures during contingencies, wartime, exercise, and emergency operations? (AFI 36-507, Para 1.5.8.)

#### **A1.10.4. DATA SYSTEMS (5 CFR 293.107; AFM 36-1102)**

A1.10.4.1. (#) Does the PSM advise the Civilian Personnel Officer of the status of each functional area's database quality control efforts, update timeliness, and reject trends with recommendations for improvement?

A1.10.4.2. (#) Has the CPF established controls so that required security measures are enforced. (5CFR 293.107 and AFMAN 36-1102, para 6-8c)

A1.10.4.3. (#) Does the PSM advise the civilian personnel officer and functional area chiefs how the system can be used to eliminate manual effort, improve program management, increase effectiveness, meet management's need for information, increase productivity, and assist in evaluation of personnel management and administration?

A1.10.4.4. (#) Does the PSM assure that systems related training is accomplished as approved by the civilian personnel officer? As a minimum, training must include: 1) Personal Computer (Microcomputer) operation ; 2) New PC programs 3) System and PC Security; 4); System products 5) Use of local and central tables; 6) Explanation of system release letters with assessment of impact; 7) Transaction input.

A1.10.4.5. Does the PSM provide advice to outside activities of DCPDS capabilities, data available for their use, and samples of suspense notices and other products already being used?

A1.10.4.6. (#) Does the PSM assist in organizational evaluations of personnel management by recommending products that will provide meaningful information?

**A1.10.5. CLASSIFICATION (5 USC, Chapter 51, AFPD 36-5, AFPD 36-14, and AFI 36-1401)**

A1.10.5.1. (#) Does the classification accuracy rate meet the Air Force standard of 95% accuracy level for all positions? (AFPD 36-5, Attachment 1; AFI 36-1401, para 3.6.)

A1.10.5.2. (#) Are the pay plans, series, titles and grades assigned by the CPF at a 90% level of accuracy rate for all positions - consistent with OPM, DoD and USAF classification guidance ? (5 USC 5104, 5106; AFPC 36-5, Attachment 1; AFI 36-1401, Para 3.8.1.)

A1.10.5.2.1. (#) Has the CPF conducted organization or occupational studies and reviews as requested by management or to maintain position classification accuracy? (AFI 36-1401, Para 3.8.6.)

A1.10.5.2.2. Are corrective actions taken, when necessary?

A1.10.5.3. (#) Is the timeliness of classification actions monitored to prevent unreasonable delays in customer notification and administrative processing?

A1.10.5.4. (#) Are Standardized Core Personnel Documents (SCPDs) being implemented to all applicable positions? (AFI 36-1401, para 3.7.)

A1.10.5.4.1. Does the CPF assist managers and supervisors with application of SCPDs? (AFI 36-1401, Para 3.8.7.)

A1.10.5.5. (#) Is there a process for ensuring required statements for special retirements, key positions, etc., are included on position descriptions? (5 CFR 831.905; HQ USAF/DPC Ltr, 1 Nov 89 - Subj: Special Coverage of Law Enforcement Officer and Firefighter Positions)

A1.10.5.6. (#) Has the CPF applied new standards and guides within 6 months of receipt, unless otherwise specified? (5 USC 5107, AFI 36-1401, Para 3.8.2.)

A1.10.5.7. Has the Civilian Personnel Flight reviewed competitive levels, especially prior to initiating a Reduction-in-Force? (5 CFR 351.403)

**A1.10.6. AFFIRMATIVE EMPLOYMENT PROGRAM (AFMAN 36-203 and AFI 36-112)**

A1.10.6.1. (#) Has the CPF developed a base level Affirmative Employment Plan involving functional managers, position classifiers, EEO and staffing specialists, Special Emphasis Program Managers and other appropriate individuals? (Para 1.16.5.)

A1.10.6.1.1. (#) Does the plan contain a general assessment of projected vacant positions; Affirmative action and FEORP goals for the next year (applicable to Elmendorf and Hickam); recruitment sources; and a plan for the prevention of sexual harassment in the workplace? (Para 1.16.6.)

A1.10.6.2. (#) Has the CPF conducted a review of the timeliness of staffing vacancies? Are vacancies being filled in a timely manner (AFI 36-112, Para 1.3.1.1.)

A1.10.6.3. (#) Has the CPF developed and published a promotion plan and is it in compliance with 5CFR 335.102 and AFMAN 36-203?

A1.10.6.4. Is the work force informed of Merit Promotion provisions? (5 CFR 335.103; AFMAN 36-203, para 2.3.; and applicable local labor agreement)

A1.10.6.5. (#) Has the CPF conducted regulatory compliance reviews of personnel actions? (5 USC 1104 (b); 5 CFR 293.103; AFI 36-112, Para 1.3.1.3; AFI 36-112, attachment 1)

#### **A1.10.7. LABOR RELATIONS (5 USC, Chapter 71, Executive Order 12871, AFI 36-701)**

A1.10.7.1. (#) Has the installation CPF informed the work force of their Weingarten rights on an annual basis? (5 USC 7114(a)(3))

A1.10.7.2. (#) Does the LRO advise management on their labor-management relations responsibilities and encourage labor-management partnership? (5 USC Chapter 71, Executive Order 12871)

A1.10.7.3. (#) Does the CPF promptly terminate dues allotments for those who are no longer eligible? (5 USC 7115(b))

#### **A1.10.8. EMPLOYEE MANAGEMENT RELATIONS (5 USC 2302(c); 5 USC Chapter 75; 5 CFR 315.803, Parts 430, 451, 531 Subparts D and E, AFR 36-7, AFI 36-704; 5 CFR 630.305 - 309; AFR 40-630, Para 2-10b; 20 CFR 10.102; 5 USC 8506; AFR 36-8)**

A1.10.8.1. (#) Has the CPF provided sound advice to management on disciplinary and adverse actions as evidenced by actions being sustained by an arbitrator, the grievance system, the Merit Systems Protection Board, the Equal Employment Opportunity Commission, and the courts? (5 USC 2302(c); 5 USC Chapter 75, AFR 36-7; AFI 36-704)

A1.10.8.2. (#) Are there negotiated and administrative grievance procedures in place? (5 USC 7121 and 5 CFR, Part 771)

A1.10.8.3. Does the CPF advise managers and supervisors on their responsibilities as they relate to employee performance and recognition? (5 CFR 315.803, Parts 430, 451, 531 Subparts D and E; AFI 36-1001)

A1.10.8.4. (#) Does the CPF ensure that in leave restoration cases that an employee's leave must have been requested, approved, and scheduled in writing before the start of the third biweekly pay period before the end of the leave year? (5 CFR 630.305 - 309; AFR 40-630, Para 2-10b)

A1.10.8.5. (#) Are claims for work-related injuries or occupational illness properly processed to include the submission of the Superior's Report to the Dept of Labor, Office of Workers' Compensation not later than 10 working days after receipt of written notice of injury from the employee? (20 CFR 10.102)



A1.10.8.6. Does the CPF furnish separating employees with information on unemployment compensation for UCFE? (5 USC 8506; AFPD 36-8)

A1.10.8.6.1. (#) Are claims controverted as appropriate? (5USC 8506(b); AFPD 36-8)

**A1.10.9. TRAINING (5 USC Chap 41; 5 CFR 410; Executive Order 11348; DoD Dir 1430.4; AFPD 36-4; AFI 36-401)**

A1.10.9.1. Has the Civilian Personnel Officer designated an Employee Development Manager (EDM)?

A1.10.9.2. (#) Did the CPF conduct an annual training needs survey? (5 CFR 410.203(a))

A1.10.9.2.1. (#) Does the financial plan reflect priority training needs? (5 CFR 410.201(c) and 410.304)

A1.10.9.3. (#) Has the Commander approved the annual installation training plan (AITP) and budget through the Corporate Board (formerly CECMC) or a Management Training Committee (MTC)? (5 CFR 410.304 and AFI 36-401, Para 1.6.)

A1.10.9.4. (#) Does the EDM have a system for allocating funds and tracking expenditures to assure adherence to the installation's training budget? (5 CFR 410.406)

A1.10.9.5. (#) Does the EDM review and approve or disapprove all requests for training according to statutory, legal, and administrative requirements, regardless of funding source? (5 CFR 410; AFI 36-401, para 1.6.1.2.)

**A1.10.10. TRAVEL AND ALLOWANCES**

A1.10.10.1. Are changes to the Joint Travel Regulations (JTR), Vol II posted as indicated in listing on page 3?

A1.10.10.2. Are internal audits in place to review the accuracy of transportation agreements, dependent travel, shipment of household goods and personally owned vehicles, and Temporary Quarters Subsistence Expense (TQSE) IAW the JTR, Vol II?

A1.10.10.3. Are Operating Instructions (OIs) in place for the travel and transportation program? Are they utilized in order to maintain consistency in procedures and determinations IAW the JTR, Vol II?

A1.10.10.4. Are changes posted as indicated in the checklist to the Department of State Standardized Regulations (DSSR)(foreign posts only)?

A1.10.10.5. Are internal audits in place to review the accuracy Living Quarters Allowances, Separate Maintenance Allowances and Temporary Quarters Subsistence Allowances IAW the Department of State Standardized Regulations (DSSR), DoD 1400.25-M, CPM 592?

A1.10.10.6. Are Operating Instructions (OIs) in place for the allowances and differentials program? Are they utilized in order to maintain consistency in procedures and determinations IAW the DSSR and DoD 1400.25-M, CPM 592?

A1.10.10.7. Is Training provided based on the outcome of internal audits?

A1.10.10.8. Are B&E Letters maintained in an orderly manner for easy reference?

**A1.11. FAMILY SUPPORT CENTERS (FSC) (AFI 36-3009, unless otherwise indicated)**

A1.11.1. Does the Family Support Flight (FSF) Chief manage and lead FSC programs and consult with the installation commander on family issues? (Para 2-7.)

A1.11.2. Does the FSF Chief develop and oversee the execution of the FSC Budget? (Para 2.7. 1.)

A1.11.3. Does the FSF Chief ensure all core activities and core programs are available to all eligible personnel, including those at geographically separated units, and are coordinated with other Federal, state, and civilian agencies? (Para 2.7.5.)

A1.11.4. Does the FSF Chief ensure all FSC staff attend appropriate training within one year of assignment to the position and appropriate staff development on a recurring basis as required? (Para 2.7.6.)

A1.11.5. Does the Superintendent assist the FSF Chief in the overall management of the FSC? (Para 2.8.)

A1.11.6. Does the Superintendent manage resources and Information Management Systems? (Para 2.8. 1.)

A1.11.7. Does the Superintendent assist the FSF Chief in planning and coordinating family policy and programs? (Para 2.8.2.)

A1.11.8. (#) Does the Superintendent manage and execute the FSC budget, including the procurement of contracted services? Transition and Relocation budgets will be managed IAW the appropriate AFIs. (Para 2.8.3.)

A1.11.9. (#) Does the Superintendent promote FSC programs/services at Chief's and First Sergeant's groups and other applicable forums, and serves as the military advisor to the FSC Chief and staff? (Para 2.8.4.)

A1.11.10. (#) Does the Family Readiness program provide preparation information and on going education and assistance to individuals, families and leadership to include Hearts Apart? (Para 3.1.)

A1.11.11. (#) Is assistance and support provided to individuals, families, and leadership during mobilization and deployments, evacuations, local/national emergencies and disaster response? (Para 3.1.1.)

A1.11.12. (#) Has a written readiness response plan been implemented and incorporated into installation operations planning? (Para 3. 1. 1.)

A1.11.12.1. (#) Is this plan exercised?

A1.11.13. Does I&R assist DoD personnel and their families identify and clarify needs and then provide linkage to the appropriate resources? (Para 3.2.)

A1.11.13.1. Does I&R follow-up to ensure that assistance was appropriate?

A1.11.14. Is information and assistance provided to the installation commander and unit leadership to address individual and family concerns? (Para 3.4.)

A1.11.15. (#) Is the FSF Chief meeting with new commanders and First Sergeants within 60 days of their arrival? (Para 3.4.)

A1.11.16. Is immediate, short-term support provided to help individuals and families with challenging life situations? (Para 3.6.)

A1.11.17. Does PFMP offer information, education and personal financial counseling to help individuals and families maintain financial stability and reach their financial goals? (Para 4.1.)

A1.11.18. (#) Does PFMP provide education to all personnel upon arrival at their first duty station, to include, at a minimum, facts about PFMP, checkbook maintenance, budgeting, credit buying, state or county liability laws and local fraudulent business practice? (Para 4. 1. 1.)

A1.11.19. (#) Is refresher education provided to all E4s and below upon arrival at new installation? (Para 4. 1. 1.)

A1.11.20. (#) Does CFP, in conjunction with TAP, provide employment skills training and prepare customers for local and long distance job search? (Para 4.3.)

A1.11.21. Does the CFP, in conjunction with TAP, include local labor market information, skills and interests identification, skills development workshops, job banks or job referrals, and networks for support and marketing? (Para 4.3.)

A1.11.22. Does the VRP coordinate installation volunteer recruitment, training and recognition in conjunction with other base agencies? (Para 4.4.)

A1.11.23. Does the VRP administer the Air Force Excellence Award as specified in attachment 5? (Para 4.4.1)

A1.11.24. Does the FLEP enhance the individual's knowledge, skills, and abilities to anticipate and meet challenges throughout the various stages of the family life cycle? (Para 4.7.)

A1.11.25. (#) Does AFAS maintain 24-hour response capability? (AFI 36-3109, para 6.1.3. and AFASOG, para C(I)a)

A1.11.26. (#) Has the Staff Advisor appointed an Air Force Aid Society Officer (AFASO) and enough AFASOs to ensure AFAS coverage? (AFI 36-3109, para 6.3.2. and AFASOG, para C(I)b)

A1.11.27. (#) Does the AFASO publicize the AFAS so the majority of the base population is aware of its programs using base information and news media (daily bulletin, base newspaper etc.)? (AFI 36-3109, para 6.4.4.1. and AFASOG, para C(2)a)

A1.11.28. (#) Has the AFASO assigned specific duties in writing to assigned personnel for safeguarding checks, accounting for forms and keeping records as required by AFI 363109 and AFAS's Operations Guide? (AFI 36-3109, para 6.4.5. and AFASOG, para C(2)a)

A1.11.29. Does the AFASO coordinate with the PFMP Manager when financial counseling is required? (AFI 36-3109, para 6.4.10)

A1.11.30. (#) Does the AFASO use AFAS Form 26A, **Signature Card**, to provide signatures of those personnel authorized to sign checks (AFASO, assistant AFASO, staff advisor)? (AFI 36-3109, para 8.2.2.4. and AFASOG, para C(2)b)

A1.11.31. Is the section account transferred to a new AFASO or to the staff advisor when the AFASO is or will be absent for more than 60 days? (AFI 36-3109, para 8.4.1. and AFASOG, para D(3))

A1.11.32. Are AFAS Forms 26 and 26A completed whenever a name on these forms must be changed and distributed to applicable agencies? (AFI 36-3109, para 8.4.2. and AFASOG, para D(2))

A1.11.33. (#) Are services and programs based on needs validated by an assessment process? (Para 5.3.1.)

A1.11.34. Do programs and services focus on prevention and individual and family development to enhance the well-being of individuals and families to strengthen their adaptation to military life? (Para 5.3.5.)

A1.11.35. Are facility furnishings durable, comfortable, attractive and consistent with a warm, inviting environment? (Para 6.1.1.)

A1.11.36. Is FSC funding provided through normal Air Force Budget/Manpower cycle? Are NAF funds only used for Family Services Program? (Para 6-2)

A1.11.37. Does the FSC maintain records/forms for the purpose of identification and demographic needs validation, and documentation of service? (Para 6.3.)

A1.11.38. Is the FSC Statistical Summary Report spreadsheet forwarded electronically to MAJCOM by 15 January, 15 April, 15 July, and 15 October? (Para 6.4.)

A1.11.39. (#) Does the CAIB identify gaps in services, raise issues impacting DoD individuals and families and provide solutions to resolve the identified issues and concerns? (Para 7.2.)

A1.11.40. (#) Does the CAIB membership include as a minimum, Commander; Support Group, FSF Chief; Chief, Public Affairs; Staff Judge Advocate; Director, Medical Services; Family Advocacy Officer; Commander or Director of Services Squadron; Family Member Support Flight Chief; Installation Staff Chaplain; Chief, Security Police; Base Civil Engineer; Chief, Social Actions; Senior Enlisted Advisor; Commander, Mission Support Squadron; Education Services Officer; Senior Reserve Member, and President, First Sergeant's Group? (Para 7.3. and Attachment 3 para A3. 1.)

A1.11.41. Does the CAIB complete a formal needs assessment not less than every three years and develop/implement the installation level Air Force Community Action Plan? (Para 7.4.)

A1.11.42. Are the Relocation Assistance Coordinating Committee (RACC) and Transition Assistance Coordinating Committee (TACC) and the Integrated Delivery System Subcommittee (IDSS) subcommittees of the CAIB? (A.FI 36-3009, para 7.5. and 7.5.1.)

A1.11.43. Does the IDSS coordinate and collaborate on all preventive, educational programs aimed at individual/family well being and readiness? (Para 7.5.1.1.)

A1.11.44. Has the CAIB developed a comprehensive, coordinated plan for outreach and the marketing and presenting of all individual/family prevention programs? (Para 7.5.1.2.)

A1.11.45. Are metrics used to measure both process and outcome? (Para 7.5.1.1.)

A1.11.46. Does the IDSS membership consist of the following agencies: Chapel, Family Advocacy, Family Support, Mental Health, Health and Wellness, and Family Member Support Flight? (Para 7.5.1.3.)

A1.11.47. Does the Relocation Assistance Program (RAP) support mission readiness by providing to DoD personnel and families the relocation information, education and skills development to manage and adapt to the mobile military life? (PL 101-189, DODI 1342.17, DODI 1338-19, AFI 36-3011)

A1.11.48. Does the Relocation Assistance Program Manager (RAM ) collaborate and coordinate with on and off base service providers to form partnerships to ensure relocation services are delivered and needs met? (DODI 1338.19, para C.6., AFI 36-3011, para 2.6.3.)

A1.11.49. (#) Are self-help customer resources established, coordinated and maintained? (DODI 1338.19 para D.3.b., AFI 36-3011, para 2.6.3.1.)

A1.11.50. (#) Are first term members targeted for relocation assistance and the effectiveness of services closely monitored? (DODI 1338.19, para D.3.d., AFI 36-3011, para 2.6.3.3.)

A1.11.51. Are services provided to prepare DoD personnel and families for overseas moves and to facilitate cultural adaptation? (DODI 1338.19, para E.6.a., AFI 36-301 1, para 2.6.3.4.)

A1.11.52. At the losing base, does the RAM ensure easy access to specific and current information on CONUS/OCONUS destinations to include automated relocation resources? (DODI 1338.19, para E.6.a., AFI 36-3011, para 2.6.3.4.1.)

A1.11.53. (#) At the gaining base, does the RAM provide community orientations and cultural readjustment workshops, one-on-one counseling, and an effective outreach/awareness program to assist in adjustment to the area? (DODI 1338.19, para E.6.a., AFI 36-3011, para 2.6.3.4.2.)

A1.11.54. Are pre-departure and newcomer issues addressed through workshops/programs covering: Financial management/preparation for moves; cultural adaptation; community awareness; overseas moves; unique issues for single members, children, spouses, and civilians; housing? (DODI 1338.19, para E.6.a.,b.,& c., AFI 36-3011, para 2.6.3.5.)

A1.11.55. (#) Is the Relocation Assistance Coordinating Committee (RACC) established and chaired by the Installation Commander, or if delegated, by the support group or deputy support group commander? (DODI 1338.19, para E.5.b., AFI 36-3011, para 3.1.)

A1.11.55.1. Is a subcommittee of the Community Action Information Board (CAIB).

A1.11.55.2. Convenes at least quarterly.

A1.11.55.3. RAM serves as coordinator.

A1.11.55.4. RACC members are appointed in writing by the chair and are in positions to make decisions for their functional areas.

A1.11.56. (#) Is current relocation information available through an Automated Information Service (AIS) and the system interactive with other DoD RAPS? (DODI 1339.19, para E.4., AFI 36-301 1, para 2.6.3.1.)

A1.11.57. (#) Is sponsor training provided in collaboration with the Military Personnel Flight (MPF)? (AFI 36-3011, para 2.6.3.2.)

A1.11.58. Does the Transition Assistance Program prepare separating and retiring military and civilian persons and their families with skills and knowledge for re-entry into the private sector? (Public Laws 101-510, 102-190, 102-484, 103-335; DODIs 1332.35, 1332.36, 1332.37 and 1340.19; and AFIs 36-3009, 36-3011, and 36-3022)

A1.11.59. Does the Mission Support Squadron Commander establish, appoint, schedule, and chair the Transition Assistance Coordinating Committee? (DODI 1332.35 and AFI 36-3022, para. 2.5.2.)

A1.11.60. (#) Does the TAP Manager ensure delivery and documentation of pre-separation counseling using DD Form 2648, **Pre-separation Counseling Checklist**? (DODI 1332.36, para. F2, AFI 36-3022, para 7.1.3.)

A1.11.61. (#) Is pre-separation counseling accomplished no later than 90 days prior to separation and are short notice separations accomplished as soon as possible? (DODI 1332.36, para F2 and AFI 36-3022, para 7.1.4.1.)

A1.11.62. Are DD Forms 2648 completed during one-on-one interviews unless the member cannot be physically present? (DODI 1332.36, para F3 and AFI 36-3022, para 7.1.5.1.)

A1.11.63. If member is unavailable, is an alternative method for completing the DD Form 2648 outlined? (DODI 1332.36, para F3, AFI 36-3022, para 7.1.6.)

A1.11.64. Is transition assistance counseling offered civilians affected by restructuring and reductions? (DODI 1332.37 para A and AFI 36-3022 para 7.2.)

A1.11.65. Does the TAP Manager ensure delivery of the completed DD Form 2648 to the Military Personnel Flight? (DODI 1332.36, para F2 and AFI 36-3022, para 2.7.2.5.)

A1.11.66. Are all Temporary Early Retirement Authority (TERA) applicants registered for Public and Community Service (PACS)? (DODI 1332.37 and AFI 36-3022, para 10.1.)

A1.11.67. (#) Does the TAP Staff work jointly with the CFP Manager to plan and conduct job fairs? (DODI 1332.36, para F4 and AFI 36-3022 para 2.7.2.15.)

A1.11.68. (#) Is the DD Form 2586, Verification of Military Experience and Training generated for all Military members separating within six months? (DODI 1332.36, para F4 and AFI 36-3022, para 5.)

A1.11.69. Does the TAP staff and CFP Manager jointly provide a resource center for job search and transition issues with up to date resources? (AFI 36-3022, para 15.1.)

## **A1.12. MILITARY EQUAL OPPORTUNITY (AFI 36-2706, 1 Dec 96, unless otherwise indicated)**

### **A1.12.1. GENERAL INFORMATION**

A1.12.1.1. Are members encouraged to use the chain of command to identify and correct unlawful discriminatory practices to include the processing and resolving of complaints of unlawful discrimination and sexual harassment? (Para 1.1.3.)

A1.12.1.2. Are rating and reviewing officials informed of DoD directives and USAF directives prohibiting unlawful discrimination and sexual harassment? (Para 1.1.4.)

A1.12.1.2.1. Are rating and reviewing officials informed of the requirement to document serious and repeated deviations from these directives in performance reports?

A1.12.1.3. Does the commander impose "off-limits" sanctions when there is substantive information indicating unlawful discrimination or sexual harassment at an establishment? (Para 1.3. and AFI 31-213, *Armed Forces Disciplinary Control Boards and Off-Installation and Operations*)

### **A1.12.2. BASE MILITARY EQUAL OPPORTUNITY OFFICE**

#### **A1.12.2.1. GENERAL INFORMATION**

A1.12.2.1.1. Does the Military Equal Opportunity staff ensure Installation and Air Force EOT policy memos and the location and telephone number of the Military Equal Opportunity office are posted in heavy traffic areas (MPF, commissary, base exchange, MWR facilities, unit orderly rooms, etc.)? (Para 2.3.)

A1.12.2.1.2. Has the Military Equal Opportunity staff worked with the Family Support Center staff to develop and distribute a joint referral guide that identifies both on and off-base Military Equal Opportunity resources? (Para 2.4.)

A1.12.2.1.3. Is the Military Equal Opportunity facility centrally located within the base community, easily accessible to all base personnel, and come equipped with private consultation areas, a classroom for HRE and room for normal office operations? (Para 2.5.)

A1.12.2.1.4. (#) Do Military Equal Opportunity staff members coordinate with the MAJCOM staff for Military Equal Opportunity when responding to Congressional and Other High-Level Inquiries that relate to EOT issues? (Para 2.6.)

A1.12.2.1.5. Has the Military Equal Opportunity staff established a unit continuity file on each assigned unit with more than 50 members assigned? (Para 2.7.)

A1.12.2.1.5.1. (#) Does the continuity folder include UCA reports from the last two UCA visits; documentation of completed Key Personnel Briefings; and completed copies of AF Form 3969, Commander's Unit Climate Assessment Critique (CUCAC)? (Para 2.7.1.)

A1.12.2.1.6. Does the Chief, Military Equal Opportunity or appointed EOT staff technician serve as a member of the Armed Forces Disciplinary Control Board (AFDCB)? (Para 2.9.)

A1.12.2.1.7. (#) Does the Chief, Military Equal Opportunity ensure that all EOT incidents categorized as major incidents are reported to higher headquarters through the Event and Incident reports (OPREP 3), RCS: HAF-XOO(AR)7118? (Para 2.10; JCS Publication Volume 2, part 3, JCS Publication 25; AFMAN 10-206; AFI 36-2706, Para 4.6.6.)

#### **A1.12.2.2. PRIVACY ACT AND FREEDOM OF INFORMATION ACT (FOIA)**

A1.12.2.2.1. (#) Does the Chief, Military Equal Opportunity, serve as the "disclosure authority" as defined in AFI 37-131, *Air Force Freedom Of Information Act Program*, for all Military Equal Opportunity records which are determined to be responsive to a specific FOIA request? (Para 2.11.)

A1.12.2.2.2. Has the Military Equal Opportunity staff established procedures to protect information on computer hard drives and in network devices and properly dispose of computer hardware and software? (Para 2.13. and AFI 37-139, *Disposition of Air Force Records-Records Disposition Schedule*)

#### **A1.12.2.3. SPECIAL PROCEDURES AND SUPPLEMENTS**

A1.12.2.3.1. Do Military Equal Opportunity staff members, at the discretion of the wing commander, perform staff functions that focus on preventing EOT incidents and resolving complaints at bases directly involved in combat operations during contingencies, hostilities and war? (Para 2.15.)

A1.12.2.3.2. Does the Chief, Military Equal Opportunity send base-level supplements to the MAJCOM assistant for Military Equal Opportunity for review and approval before publication? (Para 2.17.)

**A1.12.2.4. MANAGING PERSONNEL**

A1.12.2.4.1. (#) Has the Chief, Military Equal Opportunity, ensured the establishment and distribution of an on-call roster of Military Equal Opportunity personnel who are available outside normal duty hours to respond to emergencies? (Para 2.18.)

A1.12.2.4.2. Does the Chief, Military Equal Opportunity, screen all potential volunteers for Military Equal Opportunity duties to ensure they have not committed substantiated acts of unlawful discrimination and that their integrity, motives, and maturity are appropriate for such duties? (Para 2.19.)

A1.12.2.4.3. Does the Chief, Military Equal Opportunity, insure that volunteers DO NOT assist in conducting EOT/HRE classroom instruction; analyzing UCA survey and interview data; process EOT incidents, complaints, complaint clarification, inquiries; and conduct one-on-one interviews? (Para 2.19.2.)

A1.12.2.4.4. Does the Chief, Military Equal Opportunity ensure that all stipulations of this paragraph and subsequent subparagraphs on recruiting local members for retraining into Military Equal Opportunity service are accomplished and documented? (Para 2.20.)

**A1.12.2.5. EDUCATION**

A1.12.2.5.1. Does the Chief, Military Equal Opportunity, ensure that ONLY DEOMI-trained instructors conduct education classes? (Para 2.21.2. and Table 2.2, Rules 6 - 11)

A1.12.2.5.2. Do all EOT/HRE instructors develop and maintain personalized lesson plans that are tailored to Air Force and the installation's EOT objectives? (Para 2.21.3.)

A1.12.2.5.2.1. Are all the lesson plans approved by the Chief, Military Equal Opportunity prior to implementation? (Para 2.21.3.)

A1.12.2.5.3. Does the Chief, Military Equal Opportunity, evaluate in writing an entire education class of each instructor and keep the evaluation on file? (Para 2.21.4.)

A1.12.2.5.3.1. (#) Does the Chief, Military Equal Opportunity give the Installation Commander (IC) and other key personnel an assessment of local EOT issues and their impact on the mission during Key Personnel Briefings?

A1.12.2.5.3.2. Does the Chief, Military Equal Opportunity ensure that HRE classes are updated in the personnel data system using the appropriate DIN codes?

A1.12.2.5.4. Does the IC approve all locally developed programs before they are implemented? (Para 2.21.5.)

A1.12.2.5.5. Does the Chief, Military Equal Opportunity, ensure that the Civilian Personnel Flight schedules civilian personnel for Human Relations Education (HRE)? (Para 2.21.7.)

A1.12.2.5.5.1. Does the Chief, Military Equal Opportunity ensure that a schedule of HRE classes, along with the names of civilians who have completed HRE training, are provided to the training monitor in the Civilian Personnel Flight? (Para 2.21.7.)



**A1.12.2.6. INFORMAL ASSISTANCE**

A1.12.2.6.1. Does the Military Equal Opportunity staff conduct informal assistance, to include referrals, conflict resolution, and provision of general EOT program information? (Para 2.22.)

A1.12.2.6.1.1. Does the Military Equal Opportunity staff document such informal assistance on AF Form 1271, **Military Equal Opportunity Record of Assistance**?

A1.12.2.6.2. Deleted.

**A1.12.2.7. REPORTING REQUIREMENTS**

A1.12.2.7.1. (#) Does the Chief, Military Equal Opportunity ensure the submission of an AF Form 3018, Equal Opportunity/Human Relations Education Summary to the MAJCOM Military Equal Opportunity assistant within 10 CALANDAR DAYS of the close-out date, at the end of each quarterly reporting period (1 October to 31 December, 1 January to 31 March, 1 April to 30 June, and 1 July to 30 September)? (Para 2.23.1., PACAF Ltr 98-16 and HQ AFPC EONet Forum)

**A1.12.3. MILITARY EQUAL OPPORTUNITY ASSESSMENT PROGRAMS****A1.12.3.1. UNIT CLIMATE ASSESSMENT (UCA) PROGRAM**

A1.12.3.1.1. (#) Does the Military Equal Opportunity staff conduct UCAs on a regularly scheduled basis (6 months after the assumption of command; upon a commander's request; or at least every 2 years) for each unit of 50 or more assigned military personnel? (Para 3.1.2.)

A1.12.3.1.1.1. Does the Military Equal Opportunity staff tailor the UCA to fit the commander's needs? (Para 3.1.2.)

A1.12.3.1.2. Does the Military Equal Opportunity staff apprise commanders during Key Personnel Briefings of the various instruments and methods available to them to assess their unit's human relations climate? (Para 3.1.1.)

A1.12.3.1.3. Does the Military Equal Opportunity staff furnish the UCA report to the requesting commander and inform him/her that the reports are the property of the requesting commander, and protected to the maximum extent permitted under the FOIA? (Para 3.1.6.)

A1.12.3.1.4. Does the Military Equal Opportunity staff process requests for UCAs from the IC, SJA, or other Air Force agencies or DoD agency in the performance of official duties as an "official request", not to be processed as a FOIA request? (Para 3.1.6. and AFI 36-131?)

A1.12.3.1.5. Does the Chief, Military Equal Opportunity, ensure the use of AF Form 3969, CUCAC to assess the quality of the UCA process in helping commanders determine the health and functioning effectiveness of their organization? (Para 3.1.7.)

A1.12.3.1.6. Does the Military Equal Opportunity staff ensure that a completed AF Form 3969, is filed in each unit's continuity folder attached to the final UCA report? (Para 3.1.7.1.)

A1.12.3.1.7. Does the Chief, Military Equal Opportunity, ensure a request is submitted (and filed in the unit's continuity folder) by all commanders requesting civilian employees be surveyed and/or interviewed during UCA visits? (Para 3.2.)

A1.12.3.1.8. (#) Does the Chief, Military Equal Opportunity, coordinate in advance with the Civilian Personnel Flight on all requests to conduct surveys and interviews of civilian employees during UCAs? (Para 3.2.2.)

A1.12.3.1.9. Does the Military Equal Opportunity staff file a copy of each final UCA report in the unit's continuity folder? (Para 3.3.)

#### **A1.12.3.2. "OUT AND ABOUT" CLIMATE ASSESSMENT**

A1.12.3.2.1. Do Military Equal Opportunity staff members conduct "Out and About" climate assessment visits throughout the base or individual units/agencies? (Para 3.4.)

A1.12.3.2.1.1. Do Military Equal Opportunity staff members gather EOT and "Quality of Life" information for the wing, unit, or appropriate agency chief? (Para 3.4.)

A1.12.3.2.2. Do Military Equal Opportunity staff members document "Out and About" climate assessments using the AF Form 1271, **Military Equal Opportunity Assistance**? (Para 3.4.)

#### **A1.12.3.3. INSTALLATION EOT CLIMATE ASSESSMENTS**

A1.12.3.3.1. (#) Does the Chief, Military Equal Opportunity ensure the Wing Climate Assessment Committee (WCAC) provides the IC and subordinate and tenant Unit Commanders with an assessment of the base EOT climate at least twice a year? (Para 3.5.1.)

A1.12.3.3.2. Does the WCAC agenda include reviewing semi-annual statistics and trends and developing countermeasures to neutralize any identified threat to good human relations? (Para 3.5.2.)

A1.12.3.3.3. Does the EOT office staff documents and maintains the minutes of the WCAC meetings? (Para 3.5.2.)

A1.12.3.3.4. As a minimum, depending on the wing's mission and capabilities, are organizations represented in the WCAC to include the DP, SFS, JA, AFOSI, SE, HC, IG, and SG directors ? (Para 3.5.2.)

A1.12.3.3.5. As a minimum, does the WCAC provide the IC with an analysis of UCAs conducted within the period, the number of unlawful discrimination complaints and incidents, information that may impact the EOT climate (rates for promotions, awards, UIFs, disciplinary actions, A15s and courts-martial, etc.)? (Para 3.5.3.)

A1.12.3.3.6. Does Military Equal Opportunity use current UCA data (3 - 6 months) or administer an installation-wide climate assessment if and/or when the IC requests a comprehensive climate assessment survey? (Para 3.5.4.)

#### **A1.12.4. EQUAL OPPORTUNITY AND TREATMENT (EOT) PROGRAM**

##### **A1.12.4.1. INSTALLATION**

A1.12.4.1.1. Installation Commander (IC) (Para 4.1.)

A1.12.4.1.1.1. Does the IC ensure personnel attend HRE as required? (Para 4.1.3.)

A1.12.4.1.1.2. Does the IC review all closed cases on a monthly basis? (Para 4.1.4.)

A1.12.4.1.1.3. Does the IC direct the assessment of the base human relations climate? (Para 4.1.6.)

A1.12.4.1.1.4. Does the IC ensure appropriate disciplinary action and corrective actions are taken if unlawful discrimination or reprisal is substantiated? (Para 4.1.7.)

A1.12.4.1.1.5. Does the IC ensure rating and reviewing officials evaluate compliance with directives prohibiting unlawful discrimination and sexual harassment and document serious and repeated deviations? (Para 4.1.8.)

A1.12.4.1.1.6. Does the IC decide the first level of appeals for formal discrimination complaints? (Para 4.1.9.)

#### **A1.12.4.2. CHIEF, MILITARY EQUAL OPPORTUNITY**

A1.12.4.2.1. Does the Chief, Military Equal Opportunity promote EOT to senior leadership on the installation and to the base population? (Para 4.2.2.)

A1.12.4.2.2. Does the Chief, Military Equal Opportunity manage budget, manpower, and resource issues for Military Equal Opportunity? (Para 4.2.3.)

A1.12.4.2.3. Does the Chief, Military Equal Opportunity ensure that only DEOMI qualified graduates conduct base-level EOT/HRE instruction programs? (Para 4.2.4.)

A1.12.4.2.4. Does the Chief, Military Equal Opportunity ensure that GSUs (if applicable) are provided assistance on Military Equal Opportunity-related issues as outlined in the host-tenant agreement? (Para 4.2.5.)

A1.12.4.2.5. Does the Chief, Military Equal Opportunity evaluate the Military Equal Opportunity EOT programs at least twice a year using the compliance measure provided by the MAJCOM staff? (Para 4.2.7.)

A1.12.4.2.6. Does the Chief, Military Equal Opportunity evaluate in writing the base-level Military Equal Opportunity education program at least once a year? (Para 4.2.8.)

#### **A1.12.4.3. RESPONSIBILITIES**

A1.12.4.3.1. Equal Opportunity and Treatments (EOT) Specialists (Para 4.4.)

A1.12.4.3.1.1. (#) Do EOT Specialists process complaint and incident clarifications? (Para 4.4.1.)

A1.12.4.3.1.2. Do EOT Specialists maintain close liaison with on- and off-base agencies, establishments, advisory councils, and special emphasis groups? (Para 4.4.2.)

A1.12.4.3.1.2.1. Do they serve as advisors for special observances ? (Para 4.4.2.)

A1.12.4.3.1.3. Do EOT Specialists conduct Human Relations Education, including KPBs? (Para 4.4.3.)

A1.12.4.3.1.4. EOT Specialists gather and evaluate EOT-related data from SP, IG, HC, MPF, and other agencies for trend analysis, including security police blotters, incident reports, and MWR logs? (Para 4.4.4.)

A1.12.4.3.1.5. (#) Do EOT Specialists provide assistance to Inquiry Officers (IOs)? (Para 4.4.5.)

A1.12.4.3.1.6. (#) Do EOT Specialists prepare 7204 Reports and other higher headquarters reports? (Para 4.4.6.)

A1.12.4.3.1.7. Do EOT Specialists conduct clarifications for off-base housing complaints when installations are not serviced by a Housing Referral Office? (Para 4.4.7.)

A1.12.4.3.1.8. Do EOT Specialists conduct unit and wing climate assessments? (Para 4.4.8.)

A1.12.4.3.1.9. Do EOT Specialists provide guidance and referral assistance related to the EOT/HRE programs? (Para 4.4.9.)

A1.12.4.3.1.10. Do EOT Specialists assist the IC in developing EOT (including sexual harassment) policy statements for their base? (Para 4.4.10.)

A1.12.4.3.1.11. Do EOT Specialists apprise Unit Commanders of observed discriminatory circumstances when no complaint has been submitted? (Para 4.4.11.)

A1.12.4.3.1.12. (#) Do EOT Specialists apprise Unit Commanders of formal complaints lodged against members of their units? (EXCEPTION: Refer complaints against senior officials DIRECTLY to the IG IAW Atch 1, AFI 36-2706) (Para 4.4.12.)

A1.12.4.3.1.13. Do EOT Specialists provide counseling, information, referral, and other assistance to members who have experienced unlawful discrimination or sexual harassment? (Para 4.4.13.)

#### A1.12.4.3.2. Unit Commanders

A1.12.4.3.2.1. Do Unit Commanders inform unit members of their right to file EOT complaints without fear of reprisal? (Para 4.5.1.)

A1.12.4.3.2.2. Do Unit Commanders inform members through briefings and EOT policy memorandums that unlawful discrimination and sexual harassment will not be tolerated and that appropriate disciplinary and corrective action will be taken if unlawful discrimination or reprisal is substantiated? (Para 4.5.2.)

A1.12.4.3.2.3. Do Unit Commanders, as a minimum, provide Military Equal Opportunity the demographics of participants and action taken on all EOT allegations handled within the unit?

A1.12.4.3.2.3.1. Does the Military Equal Opportunity staff report this information as complaints worked by the Unit or CC in the remarks section of the AF Form 3018? (Para 4.5.3.)

A1.12.4.3.2.4. Do Unit Commanders investigate allegations of unlawful discrimination? (Para 4.5.4.)

A1.12.4.3.2.5. Do Unit Commanders take action to end unlawful discrimination? (Para 4.5.5.)

A1.12.4.3.2.6. Do Unit Commanders use a fair, impartial, and prompt manner to enforce EOT policy? (Para 4.5.6.)

A1.12.4.3.2.7. Do Unit Commanders ensure rating and evaluating officials evaluate compliance with EOT directives and document repeated or serious violations? (Para 4.5.7.)

A1.12.4.3.2.8. Do Unit Commanders conduct periodic climate assessments? (Para 4.5.8.)

#### A1.12.4.4. **REPORTING AND CLARIFYING EOT INCIDENTS**

A1.12.4.4.1. (#) Does the Chief, Military Equal Opportunity, in conjunction with the IC, classify EOT incidents in one of the categories -- minor, serious or major -- using the established EOT classification criteria? (Para 4.6.1.)

A1.12.4.4.2. (#) Are incidents categorized as "Minor" when the incident involves fewer than 10 active participants, a simple assault, an act requiring less than 2 days medical care, or an act of vandalism in violation of EOT policies with less than \$300 in damages? (Para 4.6.1.1.)

A1.12.4.4.3. (#) Are incidents categorized as "Serious" when the incident involves 10 to 20 participants, aggravated assault, an act resulting in 2 to 5 days medical confinement, or an act of vandalism in violation of EOT policies involving damages from \$300 to \$1,000? (Para 4.6.1.2.)

A1.12.4.4.4. (#) Are incidents categorized as "Major" when the incident involves more than 20 participants, an act that results in a death or arson, an act resulting in more than 5 days medical confinement, an act of vandalism in violation of EOT policies involving damages in excess of \$1,000, or any activities of a group supporting supremacist causes to include the deprivation of any member's civil rights or advocating the use of violence? (Para 4.6.1.3.)

A1.12.4.4.5. Does the Chief, Military Equal Opportunity and EOT staff members act to clarify EOT incidents? (Para 4.7.)

A1.12.4.4.6. Does the incident clarification process determine the facts and causes of EOT incidents, assess the severity of EOT incidents to morale, good order, discipline and unit effectiveness, and develop recommendations for the IC concerning the classification of the incident and any appropriate corrective action? (Para 4.7.1.)

A1.12.4.4.7. (#) Does the Military Equal Opportunity staff report all minor incidents to HQ USAF/DPDH, HQ AFPC/DPSFS, and the MAJCOM staff via official message within 72 hours after notification? (Para 4.8.1. and PACAF Ltr 98-15)

A1.12.4.4.8. (#) Does the Military Equal Opportunity staff report all serious incidents to HQ USAF/DPDH, HQ AFPC/DPSFS, and the MAJCOM staff via official message within 72 hours of notification? (Para 4.8.2. and PACAF Ltr 98-15)

A1.12.4.4.9. (#) Does the Military Equal Opportunity staff report all major incidents via the Event/Incidents Reports (OPREP-3) HAF-XOO (AR) 7118?

A1.12.4.4.9.1. (#) Does the Military Equal Opportunity staff report all major incidents to HQ USAF/DPDH, HQ AFPC/DPSFS, and the MAJCOM staff via official message the MAJCOM staff via priority message within 24 hrs of notification? (Para 4.8.3, JCS Pub 6, Vol II, Para 3; JCS Pub 25; and AFMAN 10-206)

A1.12.4.4.10. (#) Does the Military Equal Opportunity staff send HQ USAF/DPDH, HQ AFPC/DPSFS and the MAJCOM staff follow-up messages every 30 days until final action is taken on incidents? (Para 4.8.4. and PACAF Ltr 98-15)

**A1.12.4.5. REPORTING AND CLARIFYING EOT COMPLAINTS**

A1.12.4.5.1. Does the Military Equal Opportunity staff encourage complainants to resolve complaints informally, when appropriate, before filing complaints within supervisory and chain of command systems? (Para 4.9.1.)

A1.12.4.5.2. (#) Does the Military Equal Opportunity office process sexual harassment complaints IAW the 27 Mar 98, HQ USAF/DP/JA/IG message and PACAF Ltr 98-15?

A1.12.4.5.2.1. (#) Within 72 hours after receipt of a formal sexual harassment complaint (filed by active duty only), is the Military Equal Opportunity office commencing a clarification and forwarding a complaints synopsis to the superior officer in the chain of command who has General Court Martial Convening Authority (GCMCA)? (HQ USAF/DP/JA/IG message and PACAF Ltr 98-15)

A1.12.4.5.2.2. Are formal sexual harassment complaint clarification being processed (Military Equal Opportunity clarification, legal review and commander's action) to meet the 14 duty days requirement? (HQ USAF/DP/JA/IG message and PACAF Ltr 98-15)

A1.12.4.5.2.3. Are completed formal sexual harassment complaint clarification reports being provided to the GCMCA within 20 days after receipt of the complaint? (HQ USAF/DP/JA/IG message and PACAF Ltr 98-15)

A1.12.4.5.2.4. Does the Military Equal Opportunity staff ensure the complainant is informed, within 72 hours, that the sexual harassment complaint clarification has been initiated? (HQ USAF/DP/JA/IG message and PACAF Ltr 98-15)

A1.12.4.5.3. (#) Does the Military Equal Opportunity staff document unlawful discrimination complaints made by civil service employees on an AF Form 1587, **EOT Complaint Summary**, regardless of the status of the alleged offender (military or civil service employee), and refer the complaint to the EEO officer for clarification? (Para 4.10.)

A1.12.4.5.4. Does the Military Equal Opportunity staff refer non-compliance of USAF equal opportunity standards by DoD contractors to the appropriate agency (EEOC, Dept. of Labor, etc.), and coordinate the AF Form 1587 through the local contracting office, Staff Judge Advocate, and commander responsible for the Military Equal Opportunity program? (Para 4.10.1.)

A1.12.4.5.5. (#) Does the Chief, Military Equal Opportunity, immediately refer all complaints involving allegations of criminal activity (such as assault, rape, sexual assault, child abuse/molestation/incest, etc.) to the servicing SJA, OSI, and/or Security Forces? (Para 4.11.1.)

A1.12.4.5.6. (#) Does the Chief, Military Equal Opportunity, immediately refer all complaints involving allegations of homosexuality to the subject's military commander for appropriate action? (Para 4.11.2.)

A1.12.4.5.7. Does the Military Equal Opportunity staff refer all complaints of unlawful discrimination that are not within the purview of the military EOT program to the appropriate agency authorized to resolve such complaints (Housing Referral Office, Army & Air Force Exchange Services, Non Appropriated Funds, etc.)? (Para 4.11.3.)

A1.12.4.5.8. (#) Does the Chief, Military Equal Opportunity, ensure EOT staff compliance to special processing procedures for EOT complaints involving senior officials, colonels, and colonel selects? (Para 4.12.)

A1.12.4.5.9. (#) Does the Chief, Military Equal Opportunity, assist the IC in notifying SAF/IGS of complaints involving senior officials? (Para 4.12.1.1.)

A1.12.4.5.10. (#) Does the Chief, Military Equal Opportunity, assist the IC in notifying the MAJCOM/IGQ, DP and SAF/IGQ of EOT complaints involving colonels or colonels select? (Para 4.12.1.3.)

A1.12.4.5.11. (#) Does the Chief, Military Equal Opportunity, ensure that the EOT staff refers all EOT complaints involving senior officials to SAF/IGS? (Para 4.12.2.)

A1.12.4.5.12. (#) Does the Chief, Military Equal Opportunity, ensure that EOT staff members handle/coordinate EOT cases involving colonels and colonels select? (Para 4.12.3.)

A1.12.4.5.13. (#) Do EOT staff members consult with MAJCOM staff members prior to conducting complaint clarifications on colonels or colonels select to determine the most appropriate resolution avenue? (Para 4.12.3.1.)

A1.12.4.5.14. Has the Chief, Military Equal Opportunity established a Memorandum Of Agreement and understanding with all tenant units of other commands and/or services for implementing and administering military EO programs? (Para 4.13.1.)

A1.12.4.5.15. Does the Military Equal Opportunity staff encourage all military personnel, regardless of assigned command or service, to resolve complaints informally at the lowest level in the chain of command? (Para 4.13.2.)

A1.12.4.5.16. (#) Does the EOT staff ensure DoD and the service EOT policies and programs are publicized, prominently displayed, understood and executed throughout the joint service organization under their established MOA and functional jurisdiction? (Para 4.13.6.)

A1.12.4.5.17. Has the Military Equal Opportunity staff publicized Air Force and local procedures for filing informal and formal complaints of unlawful discrimination and sexual harassment? (Para 4.14.1.)

A1.12.4.5.18. (#) Does the Military Equal Opportunity staff document informal complaints of discrimination and sexual harassment using AF Form 1587-1, **Informal Complaint Summary**? (Para 4.14.2.)

A1.12.4.5.18.1. (#) Does the Military Equal Opportunity staff assist complainants with summarizing allegations of unlawful discrimination and sexual harassment on the AF Form 1587-1 and conduct follow-ups on informal complaints within 5 duty days? (Para 4.14.4.)

A1.12.4.5.19. Does the Military Equal Opportunity staff advise complainants that unfavorable personnel actions that are perceived by the complainant as reprisals for filing EOT complaints may be addressed by filing a complaint via IG channels? (Para 4.14.5. and AFI 90-130)

A1.12.4.5.20. (#) Does the Military Equal Opportunity staff document complaints that DO NOT allege unlawful discrimination on the AF Form 1271, refer the complainant to the appropriate agency for assistance, and provide follow-up action within 5 duty days? (Para 4.15.)

A1.12.4.5.21. (#) Does the Military Equal Opportunity staff document complaints of unlawful discrimination on the AF Form 1587 detailing the allegations, citing the people involved, describing the alleged discriminatory behaviors, to include the date, time and location of the alleged discrimination? (Para 4.16.)

A1.12.4.5.22. Prior to accepting a formal complaint, does the Military Equal Opportunity office ensure the complainant or offended party signs the AF Form 1587. (HQ AFPC Message R091300Z Sep 98)

A1.12.4.5.23. Does the Military Equal Opportunity office NOT work complaints or conduct complaint clarification for commanders? Commanders can request the Military Equal Opportunity Staff's assistance as subject matter experts and should during Commander Directed Inquires. (HQ AFPC Message R091300Z Sep 98)

A1.12.4.5.24. Are commanders providing demographic information and actions taken on EOT complaints worked within their units? The data supplied by the commander must be reported in Section X, Remarks, of the AF Form 3018. (HQ AFPC Message R091300Z Sep 98)

A1.12.4.5.25. (#) Does the Military Equal Opportunity staff require the complainant to provide extenuating circumstances and/or sufficient circumstances when a complaint is submitted more that 60 days after the alleged offense? (Para 4.17.1.)

A1.12.4.5.26. (#) Does the Chief, Military Equal Opportunity serve as the approval official for complainants requesting to withdraw a formal complaint (AF Form 1587)? (Para 4.17.2.)

A1.12.4.5.27. (#) Does the Military Equal Opportunity staff complete a clarification for all "E" (EOT complaint code) unlawful discrimination complaints? (Para 4.18.1.)

A1.12.4.5.28. Does the Military Equal Opportunity staff interview and take statements from persons who may have information on the case and gather data from records and/or reports when appropriate during case clarifications? (Para 4.18.2.)

A1.12.4.5.29. Does the Military Equal Opportunity staff process all EOT complaint clarifications within 20 duty days? (9 duty days for Military Equal Opportunity; 6 duty days for legal review; and 5 duty days for Unit Commander actions) (Para 4.19.1.)

A1.12.4.5.30. (#) Does the Military Equal Opportunity staff keep complainants informed of the status at each step of the clarification process? (Para 4.19.2.)

A1.12.4.5.31. (#) Does the Chief, Military Equal Opportunity grant and ensure the documentation of all 5 day extensions to the SJA and/or Unit Commanders who cannot meet complaint processing suspense requirements? (Para 4.20.)

A1.12.4.5.32. (#) Does the Chief, Military Equal Opportunity, brief the IC on the status of EOT case processing suspense extensions every 14 days? (Para 4.20.1.)



A1.12.4.5.33. (#) Does the Military Equal Opportunity staff make recommendations or request that the IC or appointing authority conduct an IG investigation when complaint clarifications result in inconclusive findings and/or unresolved EOT allegations? (Para 4.21.)

A1.12.4.5.34. Does the Military Equal Opportunity staff provide necessary technical assistance to the Inquiry Officer throughout IG investigations? (Para 4.21.1.)

A1.12.4.5.35. Does the Military Equal Opportunity staff ensure that Unit Commanders brief alleged offenders on the nature of unlawful discrimination allegations against them (while protecting the identity of the complainant and advising against reprisal or retribution)? (Para 4.22.)

A1.12.4.5.36. Does the Military Equal Opportunity staff also ensure Unit Commanders debrief the alleged offender on the outcome of the allegations and their right to appeal the outcome of formal complaints of discrimination? (Para 4.22.)

A1.12.4.5.37. Does the Military Equal Opportunity staff provide Inquiry and Investigating Officers (IOs) information on the EOT staff's role in assisting with inquiries and investigations into allegations of unlawful discrimination and sexual harassment? (Para 4.23.1.)

A1.12.4.5.38. (#) Does the Military Equal Opportunity staff review the Report of Inquiry (ROI) to ensure key facts and supporting documentation submitted by the complainant, alleged offender, witnesses statements and official documents are included as part of the official Air Force record? (Para 4.23.5.)

A1.12.4.5.39. Does the Military Equal Opportunity staff ensure at the conclusion of the inquiry or investigation that all allegations have been reviewed and documented on the ROI? (Para 4.23.9.)

A1.12.4.5.40. Does the Chief, Military Equal Opportunity, ensure IC and/or appointing authority letters for IOs include a Military Equal Opportunity point of contact for all inquiries involving unlawful discrimination allegations? (Para 4.23.12.)

A1.12.4.5.41. (#) Does the Military Equal Opportunity staff forward case files to the IC when there is significant disagreement between servicing support agencies regarding the violation of EOT policy? (Para 4.24.)

A1.12.4.5.42. Does the Military Equal Opportunity staff advise complainants that the sole mechanism for appealing the disposition of an informal complaint of discrimination is to file a formal complaint via AF Form 1587? (Para 4.25.1.)

A1.12.4.5.43. Does the Military Equal Opportunity staff ensure that complainants know the appeal authorities for EOT cases are the IC, MAJCOM/DP, and SAF/MIB? (Para 4.25.6.)

A1.12.4.5.44. (#) Does the Military Equal Opportunity staff ensure complainants dissatisfied with the action on their appeal know that further appeals to a higher authority must be submitted NLT 5 days after the notification of the action of the previous appeal authority? (Para 4.25.9.)

A1.12.4.5.45. Does the Military Equal Opportunity staff inform complainants that the IG system may not be used simply because the complainant is not satisfied with the final determination of earlier EOT appeal decisions? (Para 4.25.12.)

A1.12.4.5.46. (#) Does the Military Equal Opportunity staff follow-up on substantiated unlawful discrimination cases within 30 days of the date the complainant signed the AF Form 1587 to determine if the discrimination has ceased or reprisal has not occurred? (Para 4.26.)

A1.12.4.5.47. (#) Does the Military Equal Opportunity staff immediately refer complainants to the IG when claims or reprisal are presented as a result of filing an unlawful discrimination complaint? (Para 4.27.)

A1.12.4.5.48. (#) Does the Military Equal Opportunity staff terminate interviews with members when the member makes an incriminating statement that may indicate a UCMJ violation and advised them of their rights against self-incrimination IAW Article 31 of the UCMJ? (Para 4.28.)

A1.12.4.5.49. Does the Military Equal Opportunity staff coordinate with the SJA staff on interviews that require rights advisement IAW Article 31 of the UCMJ prior to clarification interviews? (Para 4.28.2.)

A1.12.4.5.50. (#) Does the Military Equal Opportunity staff terminate interviews when members request legal counsel and/or decline to make statements after rights advisement under Article 31 of the UCMJ? (Para 4.28.3.)

A1.12.4.5.51. When practicable, does the Military Equal Opportunity staff ensure a member of equal or higher rank to the member being interviewed is present and participates during interviews that require advisement of rights under Article 31 of the UCMJ? (Para 4.28.4.)

A1.12.4.5.52. (#) Does the Military Equal Opportunity staff use the exact content of the advisement of rights in AFI 36-2706, Para 4.28.6. and ask the members the follow-up questions to the advisement contained in Para 4.28.7? (Para 4.28.6.)

A1.12.4.5.53. Does the Military Equal Opportunity staff provide complainants feedback on the current and completed status of unlawful discrimination complaints and protect the privacy interests and Privacy Act rights of individuals named in the cases? (Para 4.29)

A1.12.4.5.54. (#) Does the Military Equal Opportunity staff accept formal complaints of unlawful discrimination from family members and advise them that if they are not satisfied with the final case outcome, there is no formal Air Force channel of appeal? (Para 4.31.1.)

#### A1.12.4.6. **SECTION E - MEDIATION**

A1.12.4.6.1. (#) Does the Military Equal Opportunity staff ensure the complaint is determined to be appropriate for mediation by the commander(s) concerned and that the consent of the disputants is obtained? (Para 4.32.3. Interim Change to AFI 36-2706)

A1.12.4.6.2. Are only DEOMI trained personnel attending the approved USAF mediation training course and conducting EOT mediation? (Para 4.33.1. Interim Change to AFI 36-2706)

A1.12.4.6.3. Is USAF approved mediation refresher training received at least every 18 months? (Para 4.33.2. Interim Change to AFI 36-2706)

A1.12.4.6.4. (#) Are Military Equal Opportunity personnel screening EOT Complaints prior to recommending to a complainant or commander that the case is appropriate for mediation? (Para 4.34. Interim Change AFI 36-2706)

A1.12.4.6.4.1. Before mediating a complaint, is it screened for the nature or severity of the complaint, negative impact of mediation on the unit, interfering with resolving the complaint at the lowest level, or would mediation be inconsistent with normal resolution of the same or similar problem. (Para 4.34.1. through 4.34.4. Interim Change to AFI 36-2706)

A1.12.4.6.5. Do mediators understand their role in conducting mediation? (Para 4.36. Interim Change to AFI 36-2706)

A1.12.4.6.5.1. Are mediators explaining to the disputants the mediation process and the scope of the problem approved by the commander(s) for resolution through mediation? (Para 4.36.1.1. Interim Change to 36-2706)

A1.12.4.6.5.2. Are mediators explaining to the disputants that if facts are disclosed which change the scope of the problem, previously approved for resolution by the commander(s), that the mediation will stop until consultation with the commander(s) and approval to continue is received? (Para 4.36.1.2. Interim Change to AFI 36-2706)

A1.12.4.6.5.3. Mediators will not participate in formal cases, clarifications, inquiries, or inquiry assistance, when they have been party to, or acted as a mediator in a previous case involving the disputants? (Para 4.36.1.3. Interim Change to AFI 36-2706)

A1.12.4.6.5.4. (#) Are mediation agreements and settlements coordinated and reviewed by the legal office? (Para 4.36.1.6. Interim Change to AFI 36-2706)

A1.12.4.6.5.5. Do mediators advise the disputants that mediation does not prohibit the complainant from filing a formal complaint? (Para 4.36.1.7. Interim Change to AFI 36-2706)

A1.12.4.6.6. Is the Military Equal Opportunity staff familiar with the scope of limited confidentiality during the mediation process? (Para 4.37. Interim Change of AFI 36-2706)

A1.12.4.6.6.1. Are mediators advising disputants that information received during private sessions and caucuses is not released, without permission, during joint mediation sessions? (Para 4.37.1. Interim Change to AFI 36-2706)

A1.12.4.6.7. Are mediations recorded on AF Form 1587-1? (Para 4.38.1 Interim Change to AFI 36-2706)

A1.12.4.6.8. Are formal official typed agreements prepared within two days, prior to the legal review and signed by all parties involved? (Para 4.39.1. Interim Change to AFI 36-2706)

A1.12.4.6.9. Are mediation cases followed-up at least once in 30 days after closure? (Para 4.40. Interim Change to AFI 36-2706)

A1.12.4.6.10. Are commander(s) briefed on mediation success/failure? (Para 4.41. Interim Change to AFI 36-2706)

**A1.12.4.7. SECTION F - ACCOMMODATION OF RELIGIOUS PRACTICES**

A1.12.4.7.1. (#) Does the Military Equal Opportunity staff ensure that religious accommodation is based on constitutional right of the free exercise of religion IAW DoD policy? (Para 4.40.1.)

A1.12.4.7.2. Does the Military Equal Opportunity staff inform commanders that they should approve requests for accommodation of religious practices when accommodation will not have an adverse impact on mission readiness, unit cohesion, standards, or discipline? (Para 4.40.2.)

**A1.13. (#) CIVILIAN EQUAL EMPLOYMENT DISCRIMINATION COMPLAINTS (EEO Management Directive 110, 29 CFR 1614, and AFI 36-1201)**

A1.13.1. Has the Chief EEO Counselor received training such as basic EEO Counselor Course, USAF Civilian Personnel Management Course, mediation training, and Chief EEO Counselors' Workshop? (29 CFR 1614.102(a)(1))

A1.13.2. Has the Commander provided adequate resources to its equal employment program to ensure sufficient and successful program? (29 CFR 1614.102(a)(1))

A1.13.3. Are complaints of discrimination (formal or informal) safeguarded? (EEO MD-110, Chapter 5, para VII.A)

A1.13.4. Are the names and duty telephone numbers of the EEO Counselors, notice of time limits and need to contact a counselor before filing a complaint; and the telephone numbers and addresses of the AF EEO Director and EEO Officer publicized and posted at all times? (29 CFR 1614.102(b)(6))

A1.13.5. At the initial interviews, have the EEO counselors clearly defined the issues and bases of the potential complaints? (EEO MD-110, Chapter 2, paras IIIA and IIIB)

A1.13.6. Do the counselors conduct the final interviews (to include the right to file a formal complaint and its requirements) with complainants within 30 days of initial contact unless there is a written agreement for an extension up to 60 days or if mediation is requested? (EEO MD-110, Chapter 2, para II-A-2 and para VI-C)

A1.13.7. Do the counselors submit their reports of inquiry to the Chief EEO Counselor within 5 days after notification that formal EEO complaints were filed? (AFI 36-1201, Section A, para 1.)

A1.13.8. Does the Chief EEO Counselor provide a copy of the counselor's report to the complainant within 15 days of the date the complainant files the formal complaint? (AFI 36-1201, para 2.1.)

A1.13.9. Does the Chief EEO Counselor provide copies of the counselor's report to the civilian personnel office and the staff judge advocate for review? (AFI 36-1201, para 2.1.)

A1.13.10. Does the Chief EEO Counselor request an investigator from the Office of Complaints Investigations (OCI) no later than 30 days after the date the complaint is filed and mail a copy of the complaint to that office? (AFI 36-1201, para 2.1. and para 2.3.)

A1.13.11. Do Commanders or their designees (such as Chief EEO Counselors) properly dismiss an individual complaint or part of a complaint under the provisions of 29 CFR 1614.107 and EEO MD-110? (AFI 36-1201, para 2.2.)

A1.13.12. Does the Chief EEO Counselor provide a copy of the sanitized investigative file, along with notification of options for further processing, to the complainant and the complainant's attorney within 5 calendar days? (29 CFR 1614.108(f) and 1614.605(d), AFI 36-1201, para 2.3.2.1.)

A1.13.13. Does the Chief EEO Counselor work with the SJA and complainants to make reasonable efforts to voluntarily settle complaints as early as possible at any stage? (29 CFR 1614.603 and AFI 36-1201, para 3.)

#### **A1.14. COMMANDER'S SUPPORT STAFF (CSS) (AFSCM 36-699 unless otherwise specified)**

##### **A1.14.1. GENERAL MANAGEMENT AND ANALYSIS RESPONSIBILITIES**

A1.14.1.1. (#) Do CSS personnel monitor overall accuracy and reliability of all data entered and maintained within PC-III? (Table 1.10, Rule 15) **(IMA)**

A1.14.1.2. Do CSS personnel review file monitor and reject Transaction Registers (TRs) and make appropriate corrections? (3.30.)

A1.14.1.3. Are positive controls exercised over personnel having access to PC-III remote terminals? (3.22.)

A1.14.1.4. Is proper physical security provided to remote terminal areas? (AFM 171-110, Vol VII Para 4-4)

A1.14.1.5. Are delegation of authority letters on file from the Unit Commander delegating their access to PC-III for other personnel? (Table 3.3.)

##### **A1.14.2. (#) WEIGHTED AIRMAN PROMOTION SYSTEM (WAPS) (AFMAN 36-2605 unless otherwise specified)**

A1.14.2.1. Does the CSS manage WAPS material and testing? (AFSCM 36-699, Vol 1, Table 1.10.)

A1.14.2.2. Has the CSS WAPS Monitor been appointed in writing? (Para 1.11., AFMAN 36-2620, Para 4.10.)

A1.14.2.3. Is the CSS WAPS Monitor trained to perform required duties?

A1.14.2.4. Does the Unit WAPS Monitor ensure the unit mailing address is correctly reflected on Personnel Data System (PDS) Table 46 (contact Personnel Systems Manager to confirm address)? (WAPS Catalog, page 5)

A1.14.2.5. Does the WAPS Monitor publicize receipt of the WAPS Catalog? (WAPS Catalog, page 5)

A1.14.2.6. Has a reference library been established for WAPS study reference materials (excluding Career Development Courses (CDCs)) and are they publicized? (Para 1.11.and 1.12.)

A1.14.2.7. Does the WAPS Monitor conduct an inventory of the WAPS library study materials prior to ordering replacement materials from the Publication Distribution Office (PDO)? (Para A10.7.2.)

A1.14.2.8. Are WAPS study reference materials available on a 1:5 ratio to support Skill Knowledge Testing (SKT) testing to E-5, E-6, and E-7? (WAPS Catalog, page 6 & AFMAN 36-2620, Para 4.10.2.)

A1.14.2.9. Does the WAPS Monitor assist unit personnel in obtaining the needed study references, including non-CDC references, such as Air Force Instructions (AFIs) or Technical Orders (TOs)? (WAPS Catalog, page 5)

A1.14.2.10. Does the WAPS Monitor check current inventories and submit new requirements to the Publication Distribution Office (PDO), base library system, or other appropriate agencies? (AFPAM 36-2620, Para 4.10.2.)

A1.14.2.11. Does the WAPS Monitor ensure members sign the WAPS Career Development Course (CDC) Receipt Report on Individual Person (RIP) and initial the summary list when they receive their CDCs? (page 5)

A1.14.2.12. Does the WAPS Monitor retain the listing in unit files for verification of receipt? (WAPS Catalog, page 21)

A1.14.2.13. Does the WAPS Monitor clear rejected transactions associated with the ordering of CDCs and/or contact the base WAPS Monitor for assistance in correcting the reject? (WAPS Catalog, pages 5 and 14)

A1.14.2.14. When WAPS CDCs are not received, does the WAPS Monitor query PC-III using the "WAPS CDC Inquiry" to obtain status on a CDC order? (WAPS Catalog, page 9)

A1.14.2.15. To request replacement of CDC material, does the WAPS Monitor send an official memorandum signed by the Unit Commander to ECI/EDEMW? (WAPS Catalog, page 10)

A1.14.2.16. If WAPS material arrives at the losing unit and the member has already departed PCS, does the WAPS Monitor forward the material and associated status and receipt RIPs to the member's gaining unit? (WAPS Catalog, page 12)

A1.14.2.17. Does the WAPS Monitor order WAPS material on A1Cs who are subsequently promoted to SrA Below The Zone (BTZ) after the automatic WAPS CDC distribution process? (WAPS Catalog, page 12)

A1.14.2.18. Does the Unit Commander request replacement material from ECI for members if they lose or destroy their CDCs due to reasons beyond their control? (WAPS Catalog, page 11 and 23)

A1.14.2.19. Are AF Form 614s (**Charge out Records**) maintained for issuance for all WAPS materials?

A1.14.2.20. Have time limits for return of study reference materials been established?

A1.14.2.21. Have procedures been established to ensure all study reference materials are returned before an individual departs PCS/PCA?

A1.14.2.22. Are sufficient copies of AFPAM 36-2241, Volume 1 and 2 available for distribution.

A1.14.2.23. Is a copy of the ECI WAPS Study Reference Index available? (Para A10.7.2.)

A1.14.2.24. Are unit Eligible for Promotion Testing Rosters and Ineligible for Promotion Lists received from the Military Personnel Flight (MPF) in ample time to notify members of their testing date or ineligible status? [NOTE: This is normally 30 days in advance of the testing date].

A1.14.2.25. Do the Airman Promotion Briefs accompany these rosters and does the WAPS Monitor ensure each eligible member receives his/her brief?

A1.14.2.26. Does the WAPS Monitor coordinate and monitor test scheduling changes with the MPF? (Para A10.13.)

A1.14.2.27. Does the WAPS Monitor provide letters of notification of promotion testing to the members? (AFCSM 36-699, Para 5.4.5.4.1.7.2.)

A1.14.2.27.1. Does the WAPS Monitor have the member acknowledge receipt of the notification letter?

A1.14.2.27.2. Does the WAPS Monitor forward the originals to the MPF Career Enhancement Element?

A1.14.2.28. Does the Unit Commander, through the WAPS Monitor, notify and direct airmen to report for testing as scheduled? (AFI 36-2605, Atch 10, Para A10.13.)

A1.14.2.29. Does the Unit Commander, through the WAPS Monitor, advise members that failure to show or late arrival may render them ineligible for promotion for that cycle? (AFI 36-2605, Attachment 10, Para A10.13.)

A1.14.2.30. Does the commander only approve new test dates if members have a valid reason for failing to report as scheduled? (AFPAM 36-2620, Para 4.4.3.)

A1.14.2.31. Does the commander only approve PAFSC skill level waivers for reasons outlined in AFI 36-2502, Table 2.3. and in accordance with AFCSM 36-699, Para 5.4.5.4.1.8.1.?

A1.14.2.32. Does the WAPS Monitor annotate the test roster to show time, date, and place tests are to be administered? [NOTE: Depending on local requirements, the scheduling of retesting may be done by either the MPF or the CSS]

A1.14.2.33. Does the CSS annotate the original of the roster to reflect those individuals who will not be available for testing during the entire cycle (including reason for non-availability and projected availability date)?

A1.14.2.34. Have all personnel scheduled to depart PCS or TDY during the testing cycle been scheduled to test before departure? (Para A10.10.1.& A10.10.2.)

A1.14.2.35. Does the CSS help schedule and reschedule promotion-eligible personnel? (AFCSM 36-699, Para 5.4.3.)

A1.14.2.36. Does the CSS advise deploying members to take their study references with them whenever possible? (AFI 36-2605, Attachment 10, Para A10.10.3.3.)

A1.14.2.37. Has a suspense system been established to ensure each individual acknowledges receipt of the established promotion testing appointment before the testing cycle begins?

A1.14.2.38. Does the unit WAPS Monitor furnish each individual eligible for promotion testing with the Letter of Notification for testing?

A1.14.2.39. If the commander recommends everyone in Part I and Part II of the "Unit Eligible for Promotion Testing Roster", does he/she sign and date each part of the roster and return the original to the MPF Career Enhancement Element? (AFPAM 36-2620, Para 4.1.4.)

A1.14.2.40. If the commander does not recommend a member for promotion, does he/she line through the member's name, initial, and prepare a Memorandum of Nonrecommendation for Promotion in accordance with AFI 36-2502, *Airman Promotion Program*, and AFCSM 36-699? (AFPAM 36-2620, Para 4.1.4.)

A1.14.2.41. If the commander non-recommends any member of the organization, is the member provided a written statement advising him/her of the decision? (AFPAM 36-2620, Figure 4.6.)

A1.14.2.42. Are the original copies of the AF Forms 1566 signed and witnessed for all members who have declined to test? AFI 36-2605, (Para 10.13.2.)

A1.14.2.43. Are the signed originals of the testing roster and ineligible lists, together with the original copies of the AF Forms 1566, returned to the MPF not later than five workdays before the first day of the testing cycle?

A1.14.2.44. After notification by the MPF of no-shows for testing, does the Unit Commander contact each no-show to find out why they failed to keep the scheduled testing date? (Para A10.14.)

A1.14.2.45. When an E-4 through E-6 does not have a valid reason for missing the scheduled testing date, does the Unit Commander prepare a written notice advising the individual of ineligibility for promotion? (AFPAM 36-2620, Para 4.4.3.)

A1.14.2.46. Upon receipt of the "Second Time No-Show" memorandum, does the commander return the memorandum within 5 workdays to the MPF Career Enhancement Element? (AFPAM 36-2620, Para 4.5.5.)

A1.14.2.47. Does the commander review the "Unit Selectee" and "Unit Nonselectee/Withhold" lists to fully evaluate each airman's promotion status and to approve, disapprove, or withhold the promotion? (AFCSM 36-699, Para 5.4.5.4.1.6.1.3.)

A1.14.2.48. Does the commander review and certify the "Unit Nonselectee/Withhold List" monthly?

#### **A1.14.3. PROMOTION/NON-PROMOTION ACTIONS (AFIs 36-2501 & 36-2502)**

A1.14.3.1. Does the CSS post the following message on unit bulletin boards to make all unit personnel aware of their promotion status: "Those individuals in grade (indicate grade) who did not receive an Airman Promotion Data Verification Brief are ineligible for promotion consideration, cycle (indicate cycle)? If you are not certain of your promotion status, you should review the ineligible for promotion list located in the unit administrative section."? (AFCSM 36-699, Figure 5.7.)

A1.14.3.2. Does the commander receive the "Airman Promotion Selection-Monthly Increment List" in sufficient time to allow for the appropriate recommendation/nonrecommendation and return the original copy certified by the commander to DPMPEP prior to the 25th of the month? (AFCSM 36-699, Para 5.4.5.4.1.7.12.)

A1.14.3.3. (#) Does the commander's letter of promotion non-recommendation, withhold or deferral, contain the duration of the action, the specific reasons for the action, and the member's acknowledgment of receipt? (AFI 36-2502, Para 3.2.1.)



A1.14.3.4. Does the MPF update the appropriate Promotion Eligibility Status (PES) code, if applicable, when the commander non-recommends or withholds an airman's promotion? (AFCSM 36-699, Para 5.4.5.4.1.8.13.)

A1.14.3.5. (#) Are selectees in the Alcohol Rehabilitation Program or Weight Management Program or under Civil/Courts-martial charges being withheld or removed from the selection/monthly increment lists prior to the promotion effective date? (AFI 36-2502, Table 1.2.)

A1.14.3.6. If an individual on the "Unit Selectee List" is to be non-recommended or withheld from promotion, does the commander line the member from the list and notify the airman in writing? (AFI 36-2502, Para 3.3 and AFM 36-699, Figure 5.3.)

A1.14.3.7. If an individual in a withhold status is approved for promotion, does the commander notify the member in writing? (AFCSM 36-699, Para 5.4.5.4.1.8.14.3.)

A1.14.3.8. (#) Does the commander certify the monthly increment product and return it to the MPF Career Enhancements Element before the 25th of the month, but in no case later than the last duty day of the month? (AFCSM 36-699, Para 5.4.5.4.1.7.12.)

A1.14.3.9. Does the commander initiate non-recommendation and removal action when necessary? (AFI 36-2502, Para 3.2.) (**IMA**)

A1.14.3.10. (#) Does the commander advise selectees the promotions are *tentative* pending verification by the MPF? (AFI 36-2502, Para 2.3.3.2. and AFCSM 36-699, Para 6.)

A1.14.3.11. Does the commander advise airmen not to assume the grade when data verification discovers missing or erroneous data? (AFI 36-2502, Para 2.3.3.3.)

A1.14.3.12. Are officers non-selected for promotion to Captain, Major or Lieutenant Colonel notified, in writing, by the commander? (AFI 36-2401, Para 3.9.)

A1.14.3.13. (#) Does the CSS use the rosters to track non-select and withhold promotion actions? (AFCSM 36-699, Para 5.4.5.4.1.6.1.3.)

A1.14.3.14. (#) Does the CSS give the commander the tools necessary to quality review individuals' promotion eligibility? (AFCSM 36-699, Para 5.4.5.4.1.7.2.)

A1.14.3.15. When the commander adds the name of a member to the "Unit Selectee List" who was previously disapproved for promotion, does the commander inform the member that they were approved for promotion? (AFCSM 36-699, Para 5.4.5.4.1.6.1.3.1)

A1.14.3.16. (#) Are selected officers aware of their active duty service commitment (ADSC) if they accept the promotion to Captain or above? (AFI 36-2501, Para 3.12.)

A1.14.3.17. (#) Does each officer promoted to captain and above receive counseling by the Unit Commander or the MPF and sign a Statement of Understanding RIP within 15 workdays after the public release date? (AFI 36-2501, Para 3.12.)

**A1.14.4. UNFAVORABLE INFORMATION FILES (UIFs) (AFI 36-2907 unless otherwise specified)**

A1.14.4.1. (#) Are UIF folders properly identified with "For Official Use Only" on the front and back of the folder and do all UIFs contain the original copy of the AF Form 1137, **UIF Summary**? (Para 1.4.2.2.)

A1.14.4.2. Are UIFs properly labeled (NAME and SSAN)? (Para 1.4.2.1.)

A1.14.4.3. (#) When a new UIF file is established, or when new documents are placed in the file, are CSS personnel entering the proper UIF/Control Roster code and expiration date into PC-III? (Paras 1.4.2, & Table 2.1/2.2.) **(IMA)** 1.4.2.7.

A1.14.4.4. (#) Are CSS personnel limiting access to UIFs only to personnel listed in Paragraph 1.6.?

A1.14.4.5. (#) When PC-III Transaction Register remarks are received indicating a UIF is expiring, do CSS personnel verify the date is accurate and no other information is contained in the UIF which would extend the UIF retention period? (Table 2.3., Rules 6 & 7)

A1.14.4.6. Do CSS personnel forward a copy of the AF Form 1137 to the officer's MAJCOM (SOA)/DPA activity? (Table 2.3., Rules 1 & 2)

A1.14.4.7. (#) Do CSS personnel forward a copy of the AF Form 1137 to the individual's Unit Commander each time a UIF entry is made? (Table 2.3. Rule 1) **(IMA)**

A1.14.4.8. (#) Are UIFs for members performing PRP duties properly coordinated with the Unit PRP Monitor? (Table 2.3. Rule 1)

A1.14.4.9. (#) Does the Unit Commander review UIFs within 90 days of assumption of command? (Para 1.7.1.1.) (Recommend using the 1137 to document all reviews)

A1.14.4.10. (#) Do CSS personnel update the correct disposition effective date for documents placed in the UIF? (Table 2.1/2.2.)

A1.14.4.11. (#) Are proper documents being filed in the UIF? (Para 1.4.5. & Table 2.1/2.2.)

A1.14.4.12. Do CSS personnel process unfavorable information received on TDY personnel IAW Paras 1.10.2.1. & 2.?

A1.14.4.13. (#) Are commanders reviewing UIFs when personnel are considered for: (Para 1.7.1.2.) **(IMA)**

A1.14.4.13.1. Promotion?

A1.14.4.13.2. PCS or PCA?

A1.14.4.13.3. Reenlistment?

A1.14.4.13.4. Assignment to PRP duties?

A1.14.4.13.5. Conditional Reserve Status?

A1.14.4.13.6. Specified Period of Time Contract (SPTC)?

A1.14.4.13.7. Retraining?

A1.14.4.14. Are letters of reprimand/admonition formatted properly? (Para 3.5.)

A1.14.4.15. If the MPF review indicates further administrative or punitive action is appropriate, is a recommendation made to the Unit Commander by completing an AF Form 1058 (**UIF Action**) or a letter signed by the DPMP, DPM, or MSS/CC, as appropriate; and is a copy of the AF Form 1058 filed in member's UIF? (Para 1.8.)

A1.14.4.16. (#) When a member is pending PCS reassignment, are the CSS personnel completing the computer RIP and sending two copies of it along with two copies of the AF Form 1137 to the gaining MPF/DPMPE? (Table 2.3. Rule 3)

A1.14.4.17. Is a copy of the transmittal RIP retained in the UIF folder until the actual UIF is mailed on confirmation of PCS departure? (Table 2.2., Rule 3, Note 3)

A1.14.4.18. Is a copy of the transmittal RIP that confirmed the member's PCS departure kept in the general correspondence file? (Table 2.2., Rule 5, Note 5)

A1.14.4.19. Are copies of AF Form 1137, received prior to a member's arrival, being forwarded to the gaining Unit Commander ? (Table 2.3., Rule 3, Column C)

A1.14.4.20. Are procedures in effect to ensure that CSS personnel are receiving advance copies of UIFs within 120 days of RNTLD on incoming personnel identified by incoming TR notices? (Table 2.3., Rule 11; Table 2.3., Rule 3, Note 2)

A1.14.4.21. (#) For airmen in a mandatory move status who do not meet quality control standards and would not be reassigned under normal conditions, does the commander notify the gaining commander at least 45 days before departure? (AFI 36-2110 Para 5.2.2.2.)

**A1.14.5. WEIGHT MANAGEMENT PROGRAM (AFI 40-502 unless otherwise specified)**

A1.14.5.1. (#) Are all official body fat measurements, when required, conducted within the Health and Wellness Center (HAWC) with oversight by the Health Promotion Manager (HPM) using the Gulik tape? (para 1.2.)

A1.14.5.2. (#) Does the HAWC staff provide the body fat measurement to the unit commander on the AF form 108? (para 1.2.1.)

A1.14.5.3. (#) Does the installation commander serve as the final authority for body fat standard adjustments and retention, discharge, or separation actions on members with their fourth and subsequent failures in the WBFMP? (para 2.1.5.)

A1.14.5.4. (#) Does the installation commander serve as the final authority for temporary medical deferrals exceeding 1 year? (Para 2.1.6.)

A1.14.5.5. Has the Military Personnel Flight (MPF) Commander appointed an installation WBFMP manager from the MPF who is not in the WBFMP? (Para 2.2.1.)

A1.14.5.6. Does the installation WBFMP manager:

A1.14.5.6.1. Provide procedural guidance on the WBFMP to all supported units? (Para 2.3.1.)

A1.14.5.6.2. (#) Update the Personnel Data System (PDS) for units without PC III capability? (2.3.2.)

A1.14.5.6.3. Conduct SAVs for each base squadron at least once a year to ensure compliance and standardization? (Para 2.3.3.)

A1.14.5.6.4. Publicize requirements via base bulletins, newspapers, commander's call etc., on a recurring basis? (2.3.5.)

A1.14.5.7. Does the unit commander:

A1.14.5.7.1. (#) Grant individual exemptions from the WBFMP due to medical reasons only? (para 2.7.2.)

A1.14.5.7.2. Have procedures established to send members to the HAWC to have their body fat measurements taken and annotated on the AF Form 108? (para 2.7.3.)

A1.14.5.7.3. Ensure the body fat measurements are taken within two duty days from the date notified of the requirement? (para 2.7.3.1.)

A1.14.5.7.4. Ensure the WBFMP manager updates the appropriate Weight Status Code reflected on the AF Form 108 into PDS for PC-III units and forward a copy of the AF Form 108 to the MPF for non-PC-III units? (paras 2.7.6. and 2.7.7.)

A1.14.5.7.5. Mail the WBFMP case file to the gaining commander within 5 duty days after the member departs PCS or PCA? (Para 2.7.8.)

A1.14.5.7.6. Reschedule weight and body fat measurement for females based on their menstrual cycles for 3 calendar days before the cycle or the next duty day after the end of the cycle? (Para 2.7.9.)

A1.14.5.8. Are weight measurements taken in accordance with Table 1., Procedures for Measuring Weight and Height for Males and Females? (2.8.2. & Table 1.)

A1.14.5.9. Does the unit WBFMP manger:

A1.14.5.9.1. (#) Schedule members exceeding their weight requirements with an appointment for a body fat measurement at the HAWC within two duty days from the date they are identified as exceeding the weight requirements? (Para 2.8.3.)

A1.14.5.9.2. (#) Schedule an appointment for members identified as over body fat by the unit commander with MTF for the medical evaluation and the HAWC for exercise and dietary education no more than 15 days from the date a member is identified as over body fat? (Para 2.8.4.)

A1.14.5.9.3. (#) Schedule a monthly appointment at the HAWC for members in Phase I and II to have their body fat measurements taken? (Para 2.8.5., 14.3.2.2. and 14.4.2.2.)

A1.14.5.9.4. Notify the HAWC at least two weeks in advance of any upcoming mass or annual unit weigh-ins? (Para 2.8.6.)

A1.14.5.9.5. (#) Update the appropriate WSC reflected on the AF Form 108 into the PDS? (Para 2.8.8.)

A1.14.5.9.6. Conduct weight measurements when required? (Para 3.)

A1.14.5.9.7. Take weight measurements on all WBFMP participants upon initial enter and on a monthly basis to determine their progress? (Para 14.3.2.1. and 14.4.2.1.)

A1.14.5.9.8. Use the AF Form 393 to record medical clearances, exercise and dietary education sessions, weight and body fat measurements, and administrative actions? (Para 14.3.2.3.)

A1.14.5.9.9. (#) Update appropriate WSCs and use AF Form 108 to update the WSC each time a change in status occurs which requires update of a different WSC? (Para 14.3.2.4. and 14.3.2.5.)

A1.14.5.9.10. (#) Remove members from the WBFMP after successfully completing Phase II? (Para 14.4.2.3.)

A1.14.5.9.11. Dispose of the WBFMP file IAW AFMAN 37-139? (Para 22.2.)

A1.14.5.10. (#) Does the unit commander document their decision to remove or continue reenlistment ineligibility for those individuals who successfully complete Phase I on the AF Form 108? (Para 6.2.)

A1.14.5.11. (#) If the unit commander decides to remove the reenlistment ineligibility conditions for members entering Phase II, is a copy of the AF Form 108 forwarded to the MPF Special Actions unit for update? (Para 6.2.)

A1.14.5.12. Are body fat standards adjustments properly processed? (Para 13.)

A1.14.5.13. Are individuals medically cleared and do they receive initial exercise and diet education prior to entry into the three-month exercise and dietary period? (Para 14.2.4.)

A1.14.5.14. Does the HAWC accomplish the body fat measurements and annotate them on the AF Form 108, upon request of the unit commander or representative, after completion of the 3-Month Exercise and Dietary Period? (Para 14.2.6.)

A1.14.5.15. (#) Does the unit commander place members who have not met the Air Force body fat standards in WSC 6, Initial Entry, (Phase 1), after members complete their 3-month exercise and dietary period, or WSC 3, Observation Period), for those members who have met the Air Force body fat standard? (Para 14.3.1.1. and 14.4.1.)

A1.14.5.16. Are medical deferrals properly processed? (Para 17.)

A1.14.5.17. (#) Are administrative actions taken against members not making proper progress in the program? (Para 18)

A1.14.5.18. Are AF Forms 393 and 108 prepared for each member and filed in the WBFMP case file? (Para 20.1., 21.1., and 22.1.)

A1.14.5.19. Do unit commanders provide a copy of the "Weight Management Program Overview" upon enrollment in the 3-month exercise and dietary period? (Attachment 2)

**A1.14.6. (#) ENLISTED PERFORMANCE REPORTS (AFCSM 36-699 unless otherwise specified)**

A1.14.6.1. Are reporting official changes being identified ? (Para 5.2.4.4.1.) **(IMA)**

A1.14.6.2. Are personnel action changes (either verbal or written) checked against management rosters to ensure that effective date of supervision for rater changes are not before the close-out date of a report on file?

A1.14.6.3. Are controls in effect to ensure Unit Commanders review EPRs before they are sent to the MPF? (AFI 36-2403, Para 4.11.)

A1.14.6.4. Are special orders involving reassignment, TDY, separation, or retirement reviewed to identify unprojected losses, short-notice assignments, intra-base assignments between sections or organizations, etc., to determine when change of reporting official (CRO) reports are due?

A1.14.6.5. Are ratee projections made due to a rater PCS/SEP/Retirement and suspense established for designation of a new rater? **(IMA)**

A1.14.6.6. Is AFI 36-2403, Table 3.3. reviewed to ensure that EPRs are submitted as required (ratee departs TDY for formal training or TDY for period of 120 calendar days or more, rater placed in RI 9A100 or 9A100, etc.)?

A1.14.6.7. Does the CSS distribute Performance Feedback Worksheet (PFW) notices to ratees and raters and monitor the feedback requirements? (Para 6.23.4.4.4.1 and AFI 36-2403, Para 2.8.4.)

A1.14.6.8. Does the CSS file signed PFW notices in the ratee's PIF? (AFI 36-2403, Para 2.8.5.)

A1.14.6.9. Are Letters Of Evaluation (LOE) submitted when required? (AFI 36-2403, Para 3.11; AFI 36-2402, Para 6-7)

A1.14.6.10. Does the CSS update Letters Of Evaluation (LOE) and place them in a suspense file? (AFI 36-2403, Para 3.11.3.1.)

A1.14.6.11. Does the CSS maintain LOEs and forward them to the next rater with the EPR notice for use in preparing the EPR? (Para 5.2.4.4.3.1.)

A1.14.6.12. Does the commander ensure that the first sergeant (or designated SNCO) conduct a quality force review on all EPRs before conducting the commander's review? AFI 36-2403, Para 1.1.4.1.)

A1.14.6.13. Does the CSS review completed EPRs for accuracy and send them to the MPF for update and file? (AFI 36-2403, Para 1.1.14.)

A1.14.6.14. Is the "Reason" and "Projected Date of Report" being reviewed upon cancellation of assignment, separation, or retirement?

A1.14.6.15. Are required reports sent to the MPF for placement in the UPRG prior to PCS departure? (AFI 36-2403, Table 3.1, Note 3)

**A1.14.7. (#) REFERRAL REPORTS (AFCSM 36-699 unless otherwise specified)**

A1.14.7.1. Are referral report procedures closely monitored and are personnel provided assistance in preparing replies to referral reports? (AFI 36-2403, Para 3.7.3.2. and AFI 36-2402, Para 3.7.4.2.) (IMA)

A1.14.7.2. Are EPRs referred when a rating in far left block in Section III of AF Form 910/ 911 or a rating of "1" in Section IV is given? (AFI 36-2403, Attachment 1, Section C)

A1.14.7.3. Are OPRs referred when any performance factor in Section V of AF Form 707A/B is marked "Does not meet standards" or any comments refer to behavior incompatible with the minimum standards? (AFI 36-2402, Para 3.7.)

A1.14.7.4. Is a copy of the referral letter forwarded to ratee with a copy of the report? (AFI 36-2402, Para 3.7.3.1. and AFI 36-2403, Para 3.7.2.1.)

A1.14.7.5. Are statements required by next evaluator, after the referring official, included on the report? (AFI 36-2402, Para 3.7.5.2. and AFI 36-2403, Para 3.7.4.)

**A1.14.8. (#) OFFICER PERFORMANCE REPORT (OPR)/ENLISTED PERFORMANCE REPORT (EPR) QUALITY REVIEW (AFCSM 36-699 unless otherwise specified)**

- A1.14.8.1. Is complete quality review of each OPR performed? (AFI 36-2402, Para 3.6.3.2.)
- A1.14.8.2. Is the OPR checked for common errors, such as: (AFI 36-2402, Figure 3.2)
  - A1.14.8.2.1. Incorrect SSAN?
  - A1.14.8.2.2. Misspelled names?
  - A1.14.8.2.3. Incorrect Duty AFSC?
  - A1.14.8.2.4. Inappropriate comments?
  - A1.14.8.2.5. Incorrect reason for report?
  - A1.14.8.2.6. Erasures in Section V?
  - A1.14.8.2.7. Incorrect open and close dates?
  - A1.14.8.2.8. Missing required comments?
  - A1.14.8.2.9. Duty title incompatible with Duty AFSC?
  - A1.14.8.2.10. Mission description different than approved mission description?
  - A1.14.8.2.11. Spelling or punctuation errors?
  - A1.14.8.2.12. Report signed prior to close-out date?
- A1.14.8.3. Are corrections or erasures that change sentence meaning initiated by rater?
- A1.14.8.4. Do evaluators sign or date report on or after date signed by previous evaluator?
- A1.14.8.5. Are all ratings in Section V on the OPR substantiated by comments?
- A1.14.8.6. Is the OPR suspense established NET 5 duty days and NLT 30 days after close-out (AFI 36-2402, Para 3.6.4.)
- A1.14.8.7. Are EPRs reviewed to ensure there are not spelling or punctuation errors, and the report has not been signed prior to the close-out? (AFI 36-2403, Para 4.2.8.8.)
- A1.14.8.8. Do EPRs have the appropriate grade requirement for final endorsement? (AFI 36-2403, Table 3.6.)
- A1.14.8.9. Are controls in effect to ensure Unit Commander reviews EPRs before being sent to MPF? (AFI 36-2403, Para 4.11.)
- A1.14.8.10. Are comments required by AFI 36-2403, Paras 4.7. through 4.11., included on EPRs as applicable?
- A1.14.8.11. Is the EPR suspended for NET 5 duty days and NLT 60 days? (AFI 36-2403, Table 3.1, Note 5.1.)

**A1.14.9. (#) PERSONNEL RELIABILITY PROGRAM (AFI 36-2104 unless otherwise specified)**

A1.14.9.1. Does the Commander ensure suspense procedures are in-place to comply with administrative certification within 30 days of PRP assignment acknowledgment? (Paras 2.2.1.1., 2.2.13. & 2.3.9.)

A1.14.9.2. Is verification of the currency of the security investigation and the need for a new Personnel Security Investigation (PSI) based on the category of certification (controlled/critical) required by the PCS processing code? (Attachment 4, Para A2.2.2.1.)

A1.14.9.3. Are all available sources (Unit Personnel Records Group (UPRG), Unfavorable Information File (UIF), Control Roster, Personnel Information File (PIF), and PSI request forms and health records) to report all potentially disqualifying information? (Attachment 8, Para A8.1.3. and/or Attachment 15, para A15.1.3.)

A1.14.9.4. Are all mandatory selection requirements being met for administrative certification? (Atch 5)

A1.14.9.5. Is the Personnel Data System updated with proper the PRP Status Code if member is permanently decertified? (Attachment 3, Para A3.3.2. & Attachment 11, Table A11.1.)

A1.14.9.6. If potentially disqualifying information (PDI) was found and the gaining certifying official determines administrative certification is appropriate, does the Unit Commander conduct a face-to-face personal interview to include a spirit-and-intent briefing (see attachment 7). [NOTE: This interview cannot be delegated] (Para A2.4.3.)

A1.14.9.7. Are Unit Commanders aware of all possible PDI to be considered for reliability of individual for PRP duties as outlined in the PRP Questionnaire found in Attachment 6? (Para 2.1.5.)

**A1.14.10. REENLISTMENTS (AFI 36-2606 unless otherwise specified)**

A1.14.10.1. Does the CSS return Selective Reenlistment Program (SRP) consideration rosters to the MPF within the SRP consideration month? (AFI 36-2606, Para 1.7.)

A1.14.10.2. (#) Is Section IV of the AF Form 901 (**Reenlistment Guarantee Agreement**) being completed by the Unit Commander not earlier than 10 workdays before but not later than the date of discharge? (AFI 36-2606, Table 3.7., Step 8)

A1.14.10.3. (#) Is member's reenlistment eligibility status verified to ensure member is eligible for extension of enlistment or reenlistment? (AFI 36-2606, Table 3.7., Step 1)

**A1.14.11. SEPARATIONS (AFI 36-3208 unless otherwise specified)**

A1.14.11.1. When an airman applies for separation, does the Unit Commander provide rationale on cases where disapproval is recommended? (Para 3.3.)

A1.14.11.2. (#) Does the initial letter from the commander to the member, informing the member of the AFI 36-3208 action taken, also include an appointment for the physical examination? (Para 6.9. and Figure 6.2.)

A1.14.11.3. (#) When administrative separation is appropriate, does the commander consult with the Legal Office and the MPF about how the case should be handled? (Para 5.3.4.)



A1.14.11.4. (#) In cases of involuntary separation of airmen, does the commander obtain military legal counsel to assist the airmen? (Para 6.9.2.)

A1.14.11.5. (#) Does the commander retrieve the member's DD Form 2AF (Active), **Armed Forces Identification Card**, and the member's dependent's DD Form 1173, **Uniformed Services Identification and Privilege Card**, when initiating the AFI 36-3208 action letter? (AFI 36-3001, Para 4.2.1.)

**A1.14.12. AIR FORCE GOOD CONDUCT MEDAL (AFGCM) (AFI 36-2803 unless otherwise specified)**

A1.14.12.1. Is the Unit Commander receiving and reviewing the monthly AFGCM Selection Listing from PC-III and determining which individuals, if any, are not qualified to receive the award? (Para 5.2.5.)

A1.14.12.2. Has the Unit Commander established a standard for circumstances under which award of the AFGCM should be denied? (Para 5.2.8.3.)

A1.14.12.3. When an individual has received an Article 15, a referral performance report, or is placed on the Control Roster; is denial or adjustment of the AFGCM for that period strongly considered?

A1.14.12.4. Is the information in the enlisted performance report and all other information available which reflects the quality of service of the individual concerned being considered before approving the award?

A1.14.12.5. Is the commander avoiding awarding the AFGCM solely on the basis of minimally acceptable performance or merely staying out of trouble?

A1.14.12.6. Does the commander consider the immediate supervisor's recommendation in exercising their prerogative to deny the award (Para 5.2.8.2.)

A1.14.12.7. Is a letter forwarded to the MPF for updating of the PDS and filing in the individual's UPRG? (Para 5.2.8.4.)

**A1.14.13. CONTROL ROSTER ACTIONS (AFI 36-2907 unless otherwise specified)**

A1.14.13.1. Is placement on the Control Roster accomplished by the commander? (Para 2.3.)

A1.14.13.2. (#) Is the initial Control Roster effective date, the date the decision authority signs Section V of AF Form 1058 (UIF Action)? (Table 2.1., Rule 4)

A1.14.13.3. Does the commander use the Control Roster as a substitute for more appropriate administrative, judicial, or non-judicial actions? (Para 2.2.3.)

A1.14.13.4. Is an AF Form 1058 (**UIF Action**) being used to place or remove a member on the Control Roster? (Para 2.4.1.)

A1.14.13.5. (#) Is the Control Roster cleared at 2400 hours of the last day of the observation period or on the date a member separates, retires, or dies? (Para 2.2.4.1.)

A1.14.13.6. (#) Does the commander cancel all formal training for members during the period they are on the Control Roster? (Para 2.2.6.)

A1.14.13.7. (#) Does the commander consider a Control Roster observation period for members who demonstrate substandard duty performance or fail to maintain Air Force standards? (Para 2.1.)

A1.14.13.8. Does the commander consider directing an OPR or EPR before entering and removing a member from the Control Roster? (Para 2.2.1.)

A1.14.13.9. Is the commander aware that once the Control Roster expires the individual will not be placed back on the Control Roster unless a separate incident occurs? (Para 2.2.4.2.)

**A1.14.14. (#) UNIT TRAINING (AFI 36-2201, Section 4.10)**

A1.14.14.1. Does Unit Education & Training Manager (UETM) serve as the unit training advisor for OJT policy and procedures by: (4.10.1.)

A1.14.14.1.1. Implementing?

A1.14.14.1.2. Clarifying?

A1.14.14.1.3. Managing?

A1.14.14.2. Does the UETM know the mission of the unit and how each work center contributes to mission requirements? (4.10.2.)

A1.14.14.3. Does UETM recommend to the unit commander and supervisors ways to: (4.10.2.1.)

A1.14.14.3.1. Satisfy specialty qualification and skill level upgrade requirements?

A1.14.14.3.2. Improve OJT?

A1.14.14.3.3. Integrate training into day-to-day operations?

A1.14.14.4. Does UETM attend training and meet CFETP requirements necessary to perform duties? (4.10.2.2.)

A1.14.14.5. Does UETM coordinate with work centers, unit commander, and base or maintenance ETM as appropriate on: (4.10.3.)

A1.14.14.5.1. Program changes?

A1.14.14.5.2. Unit training publications?

A1.14.14.5.3. Supplements?

A1.14.14.5.4. Operating instructions?

A1.14.14.6. Does UETM respond to requests for OJT support, to include wartime tasks? (4.10.4.)

A1.14.14.7. Does UETM advise and assist the following to fulfill their training duties: (4.10.4.1.)

A1.14.14.7.1. Commanders?

A1.14.14.7.2. Supervisors?

A1.14.14.7.3. Trainers?

A1.14.14.7.4. Trainees?

A1.14.14.8. Does UETM identify training resources and coordinate training for supported work centers with other: (4.10.4.2.)

A1.14.14.8.1. Units?

A1.14.14.8.2. Base education and training managers?

A1.14.14.8.3. Training providers?

A1.14.14.9. Does UETM procure as needed: (4.10.4.3.)

A1.14.14.9.1. Training references, publications, standards, and materials?

A1.14.14.9.2. Job site training courses and courseware?

A1.14.14.9.3. Skill and knowledge assessment tools?

A1.14.14.10. Does UETM develop materials to support OJT? (4.10.4.4.)

A1.14.14.11. Does UETM request help from the base education and training manager to develop effective unit training? (4.10.4.5.)

A1.14.14.12. Does UETM help obtain Mission Readiness Training (MRT) and other formal training by: (4.10.5.1.)

A1.14.14.12.1. Screening requests?

A1.14.14.12.2. Compare requirements against airman qualifications and the unit mission?

A1.14.14.12.3. Prioritize needs?

A1.14.14.13. Does UETM coordinate requests, as appropriate, with: (4.10.5.2.)

A1.14.14.13.1. Unit commander?

A1.14.14.13.2. Base classification and training (Personnel Employment)?

A1.14.14.13.3. Base education and training manager?

A1.14.14.13.4. MAJCOM functional manager?

A1.14.14.14. Does UETM train unit personnel or coordinate training with the base training manager to ensure personnel can perform their OJT responsibilities? (4.10.6.)

A1.14.14.15. Does UETM instruct and administer the Air Force Training course for the unit. (If UETM is not a 3S2X1 or qualified instructor, do they contact base training?) (4.10.6.1.)

A1.14.14.16. Does UETM coordinate training of wartime tasks with: (4.10.7.)

A1.14.14.16.1. Unit commander?

A1.14.14.16.2. Base education and training manager?

A1.14.14.16.3. Supervisors?

A1.14.14.16.4. Contingency OPRs?

A1.14.14.17. Does UETM submit training feedback to the base education and training manager and coordinate support to offset deficiencies? (4.10.8.)

A1.14.14.18. Does UETM monitor corrective action and inform the commander of the status of corrections? (4.10.8.1.)

A1.14.14.19. Does UETM serve as the unit POC for field evaluations and surveys involving feedback on formal training courses? (4.10.8.2.)

A1.14.14.20. Does UETM ensure work centers: (4.10.9.)

A1.14.14.20.1. Meet CFETP requirements, duty and skill-level upgrade requirements utilizing a Master Task Listing (MTL)?

A1.14.14.20.2. Conduct initial airman evaluation within 90 days of assignment?

A1.14.14.20.3. Plan and schedule training?

A1.14.14.20.4. Manage testing?

A1.14.14.20.5. Evaluate qualifications before certification?

A1.14.14.20.6. Document OJT?

A1.14.14.21. Does UETM conduct unit training meetings at least quarterly? (4.10.10/1)

A1.14.14.21.1. Prepare an agenda?

A1.14.14.21.2. Prepare minutes?

A1.14.14.21.3. Distribute minutes to unit work centers?

A1.14.14.21.4. Provide an information copy of minutes to the base training manager?

A1.14.14.22. Does UETM attend base training meetings? (4.10.10.2.)

A1.14.14.23. Does the UETM use TSCs to identify and manage airman qualification and skill level upgrade training (UGT)? (4.10.11.)

A1.14.14.24. Does UETM assist and advise supervisors and commander on training status changes? (4.10.11.1.)

A1.14.14.25. Does UETM coordinate TSC changes and/or AF Forms 2096 with: (4.10.11.2.)

A1.14.14.25.1. Base education and training manager?

A1.14.14.25.2. Supervisors?

A1.14.14.25.3. Unit commander?

A1.14.14.26. Does UETM update Unit OJT rosters(For AFRES/ANG: update monthly and forward information copy to base training)? (4.10.11.3.)

A1.14.14.27. Does UETM manage the CDC program for the unit IAW AFI 36-2201, attachment 3? (4.10.12.)

A1.14.14.27.1. Brief supervisor and trainee on their responsibilities?

A1.14.14.27.2. Monitor progress and ensure courses are completed within specified time limits?

A1.14.14.27.3. Ensure a process is established to track volume completion?

A1.14.14.27.4. Interview personnel upon PCS/PCA to unit to determine training status?

A1.14.14.27.5. Process address changes and confirm needed extensions were completed upon arrival of newly assigned personnel?

A1.14.14.27.6. Monitor BLPS and PC-III Transaction Registers?

A1.14.14.28. Does UETM ensure the following CDC management actions are completed in a timely manner: (4.10.12.1.)

A1.14.14.28.1. Order CDCs?

A1.14.14.28.2. Order course examinations?

A1.14.14.28.3. Coordinate enrollment changes?

A1.14.14.28.4. Schedule testing with the base training manager and supervisor?

A1.14.14.29. Does UETM process extension requests for individuals enrolled in CDCs prior to departure? (4.10.12.2.)

A1.14.14.30. Does UETM maintain current copies of CFETPs, STSSs, and AFJQSs, when published, for each enlisted specialty in the unit (see AFIND 8)? (4.10.13.)

A1.14.14.31. Does UETM brief the status of airmen qualifications, unit OJT program, deficiencies, and corrective actions to: (4.10.14.1.)

A1.14.14.31.1. Unit commander (monthly)?

A1.14.14.31.2. Supervisors and base education and training as requested or required?

A1.14.14.32. Does UETM coordinate remedial training and administrative actions with the unit commander and supervisors? (4.10.15.)

A1.14.14.33. Does UETM serve as the unit POC for the Occupational Survey Program? (4.10.16.)

A1.14.14.34. Does UETM formally assess unit training programs annually (18 months for the AFRES/ANG) and submit a written report to base education and training manager within 30 days of completion? (4.10.17.)

A1.14.14.35. Does UETM conduct informal work center visits and maintain memos for record for future reference? (4.10.18.)

A1.14.14.36. Does UETM assist unit commander as specified in AFI 36-2201, paragraph 4.9. (unit Commander Responsibilities)? (4.10.19.)

**A1.14.15. MILITARY AWARDS AND DECORATIONS (AFI 36-2803 unless otherwise specified)**

A1.14.15.1. Does recommending official arrange presentation ceremonies? (Para 1.7.3.)

A1.14.15.2. Are procedures in place to ensure members are not being awarded extended service awards, Bronze Star and below, for service less than 3 years? (Para 2.3.3.)

A1.14.15.3. Are procedures in place to ensure members are not being awarded PCS awards for less than 2 years from receipt of an extended tour award? (Para 2.3.3.1.)

A1.14.15.4. Does the CSS ensure that the AFAM is not awarded for retirement, aerial achievement, or anyone above the grade of lieutenant colonel? (Table 2.1, Notes 20, 21)

A1.14.15.5. Is the recommending official informed that actions of disapproval/downgrade of decorations does not preclude their right to resubmit for reconsideration? (Para 3.3.7.)

**A1.14.16. FAMILY CARE PLAN (AFI 36-2908 unless otherwise specified)**

A1.14.16.1. Has the commander established procedures to identify single parents, dual military couples with family members, and members with civilian spouses who have unique family situations and require these members to complete an AF Form 357 (**Family Care Certification**)? (Para 1.2.) (**IMA**)

A1.14.16.2. Does the commander or First Sergeant:

A1.14.16.2.1. Counsel all members with family members on family care responsibilities during in-processing? (Para 2.1.1.) (**IMA**)

A1.14.16.2.2. Ensure those who need family care certification receive and complete an AF Form 357 and return it within 60 days of arrival (90 days for non-active duty)? (Para 2.1.1.1.) (**IMA**)

A1.14.16.2.3. Review and certify the workability of the member's family care arrangement? (Para 2.1.2.)

A1.14.16.3. Is the completed AF Form 357 filed in the Commander Support Staff's, the First Sergeant's or Commander's office? (Para 2.1.4.)

A1.14.16.4. Is the approval of the commander or first sergeant obtained when information on the completed an AF Form 357 must be used or released? (Para 2.1.4.)

A1.14.16.5. Is the AF Form 357 removed from the files when a member no longer falls in the single-member-sponsor or military-couple-with-dependents category? (Para 2.1.4.)

A1.14.16.6. Is the member directed to complete an AF Form 357 when the commander finds that the civilian spouse is unable to manage family care responsibilities? (Para 1.2.)

A1.14.16.7. When all family members residing in member's household are 19 and over and are capable of self-care, is the member only completing Section I of the AF Form 357 to include initialing Item 3 in Section I?

A1.14.16.8. Does the commander or first sergeant brief all military members in the organization on family care responsibilities annually? (Para 2.1.6.)

A1.14.16.9. Does the commander or first sergeant complete a quarterly review of all AF Forms 357 on file using the listing produced from PC-III (or the MPF for non-PC-III users)? (Para 2.1.5.)

A1.14.16.10. If an AF Form 357 is on file, but the member is not on the listing, are the members referred to the Military Personnel Flight (MPF) to update appropriate personnel records? (**IMA**)

A1.14.16.11. If an AF Form 357 is not on file, but a member's name appears on the listing, are members instructed to complete the form within 60 days? (Para 2.1.1.1.)

A1.14.16.12. When errors are detected on the listing, is an annotated copy sent directly to the MPF?

A1.14.16.13. Before approval of reenlistment or extension of enlistment, does the commander or first sergeant make sure members understand relationship of parental responsibilities and, if applicable, verify adequacy of the AF Form 357 on file?

A1.14.16.14. Upon the member's notification of assignment to an overseas area, does the losing commander provide the member with a copy of the AF Form 357? (Para 1.3.9.1.)

A1.14.16.15. Within 30 days of confirmation of pregnancy by a competent medical authority, does the commander or first sergeant counsel the member on the contents of AFI 36-2908? (Para 1.2.1.1.)

A1.14.16.16. Is the AF Form 357 completed within 30 days after the birth of a child, if required? (Para 1.2.1.1.)

A1.14.16.17. Does the commander take prompt disciplinary (or other) action with members who fail to make and maintain family care arrangements? (Para 2.1.7.)

#### **NOTES:**

1. In cases where there is doubt, have the Financial Services Office (FSO) or the Staff Judge Advocate office review the arrangements.
2. For dual military couples assigned to different organizations, coordinate with the other commander to ensure uniformity.
3. Ensure completed AF Forms 357 and copies of powers of attorney are kept in the CSS , First Sergeant's office, or commander's office. Keep them until the form is superseded, the member is reassigned, or the member is no longer required to have an AF Form 357. Treat the form as For Official Use Only and release it only with commander or First Sergeant approval.
4. Review quarterly all AF Forms 357 on file and sign the listing to certify the review is complete.
5. Annually brief all military members in the organization on family care responsibilities.
6. Brief individually those who require an AF Form 357 and determine the actual workability of their family care plan. Have the member sign and date Section VII, Item 13, of the AF Form 357 to document that the briefing was done.
7. Take disciplinary or other action if a member fails to make adequate and acceptable family care arrangements.
8. Counsel members on family care responsibilities when they receive overseas assignments.

#### **A1.14.17. (#) INTRO PROGRAM (AFI 36-2103 unless otherwise specified)**

A1.14.17.1. Has a positive and effective unit sponsorship program been established? (Table 1, Line 15)

A1.14.17.2. Has the Unit Commander established primary and alternate unit INTRO program monitors to ensure that all aspects of the unit's program are carried out? (Table 1, Line 15)

A1.14.17.3. Is a sponsor for a projected arrival appointed ? **(IMA)**

A1.14.17.4. Does the Unit Commander motivate sponsors, interview and instruct them, and ensure that they are sensitive to the problems of new members?

A1.14.17.5. Does the sponsor accomplish all actions on the RIP and the checklist in AFI 36-2103, to include a personal welcome letter to the new member?

A1.14.17.6. Does the letter include, as a minimum, the information contained in AFI 36-2103?

A1.14.17.7. Does the Unit Commander forward an official personal welcome letter to the new member.

A1.14.17.8. Are sponsor kits forwarded to newcomers within seven days?

A1.14.17.9. Is every effort made by the sponsor to meet the new member upon his/her arrival?

A1.14.17.10. Does the commander ensure that another unit representative is available in the event the sponsor is unable to meet the newcomer?

**A1.14.18. (#) LEAVE PROGRAM (AFI 36-3003 unless otherwise specified)**

A1.14.18.1. Does the commander ensure members schedule and take deferred Consecutive Overseas Tour (COT) and In Place Consecutive Overseas Tour (IPCOT) Leaves within one year of the day they arrive at their station or the effective date of IPCOT? (Para 2.1.2.)

A1.14.18.2. Notification of Emergency from the American Red Cross (ARC): (Para 9.)

A1.14.18.2.1. Upon notification by the ARC, have you requested a Paraphrased (written or oral) contents of the message?

A1.14.18.2.2. Did you obtain the ARC message cite number?

A1.14.18.2.3. If the emergency involved someone who stood in-loco-parentis status, did the member complete the required in-loco-parentis statement?

A1.14.18.2.4. If the member requests family member(s) accompany him/her on the emergency leave, have you verified that all family members requesting travel are needed to handle the emergency situation?

A1.14.18.2.5. Have you verified the dependency status of all family members?

A1.14.18.2.6. Have you verified that all family members requesting travel are command sponsored?

A1.14.18.2.7. Notification of Emergency by Service Member:

A1.14.18.3. Upon notification of an emergency situation by a service member

A1.14.18.3.1. Did the Leave Clerk initiate ARC verification (if the commander asked for the verification) (1.7)?

A1.14.18.3.2. If time constraints do not allow for ARC verification, have you obtained enough information from the member and made contact with individuals (i.e., doctor, clergy, or family members) in the CONUS to verify the situation?

A1.14.18.3.3. If the emergency involved someone who stood in-loco-parentis status, did the member complete the required in-loco-parentis statement?

A1.14.18.3.4. If the member requests family members accompany him/her on the emergency leave, are all family members requesting travel verified as being needed to handle the emergency situation?



A1.14.18.3.5. Has the dependency status of all family members verified?

A1.14.18.3.6. Have all family members requesting travel been verified as being command sponsored?

A1.14.18.4. Documentation of Emergency Leave Request:

A1.14.18.4.1. Have all memos for record and ARC paraphrases been placed with the file copy of the emergency leave order?

A1.14.18.4.2. If an in-loco-parentis statement was required, is the completed statement filed with the emergency leave order?

A1.14.18.4.3. If the member was placed on emergency leave prior to receiving ARC verification, were all memos taken to help verify the emergency maintained with a copy of the emergency leave order?

A1.14.18.5. Did the commander: (Para 9.1.)

A1.14.18.5.1. Approve or disapprove initial periods of emergency leave for no more than 30 days and/or extensions for no more than 30 days?

A1.14.18.5.2. Advise the member to apply for humanitarian reassignment or separation for hardship reasons if the leave period is more than 60 days?

A1.14.18.5.3. Give the member the opportunity to apply for ordinary leave, reassignment, or separation for hardship reasons If they don't qualify for emergency leave?

A1.14.18.5.4. Advise the member how to apply for an extension of emergency leave, if needed?

A1.14.18.5.5. Advise the member, in writing, of their decision to approve or deny the request?

A1.14.18.5.6. Send an information copy to the ARC representative, if applicable?

A1.14.18.5.7. Send only those requests for leave of more than 60 days which include advance or excess days to HQ AFPC/DPMASC, with full justification?

**A1.14.19. (#) PERSONAL FINANCIAL RESPONSIBILITY (AFI 36-2906)**

A1.14.19.1. Does the commander, in all cases, upon receipt of a financial responsibility complaint:

A1.14.19.1.1. Advise members and complainant of Air Force policy, including the fact that the AF has no authority to arbitrate disputed cases of non-support of personal indebtedness?

A1.14.19.1.2. Monitor complaint until resolved?

A1.14.19.1.3. Attempt to respond to the complainant within 15 days, if possible?

A1.14.19.1.4. Not provide information to the complainant regarding administrative or disciplinary action contemplated or taken against the member?

A1.14.19.2. Are members who demonstrate financial irresponsibility referred to the local Personal Financial Management Program (PFMP) manager for financial management education and information?

A1.14.19.3. Does the commander consider, and if appropriate, initiate administrative or disciplinary action against members who continue to demonstrate financial irresponsibility?

A1.14.19.4. Does the commander obtain the advice and coordination of the SJA, the MPF/CC, the AFO and the IG on high-level, executive, and congressional inquiries?

A1.14.19.5. For inquiries requiring response to HQ AFPC Congressional Inquiries Section (CIS), 550 C Street West, Suite 32, Randolph AFB TX 78150-4734, does the reply contain the following:

A1.14.19.5.1. Current Air Force policy on member's financial obligations?

A1.14.19.5.2. Member's military status and position?

A1.14.19.5.3. Whether the member agrees to release of information protected by Privacy Act of 1974?

A1.14.19.5.4. Name of commander, address, and telephone number?

A1.14.19.6. In cases alleging non-support of family members, does the commander advise the member of Air Force policy that members are expected to provide adequate financial support to family members and the procedures which the family member may implement to obtain involuntary collection of support through garnishment of statutory allotments?

A1.14.19.7. Does the commander require proof of financial support from the member upon receipt of a complaint of non-support by a family member?

A1.14.19.8. Does the commander assess BAQ entitlements and inform members that they can not receive BAQ at the with-dependent rate if they do not provide financial support to their spouse or children?

A1.14.19.9. When responding to a HQ AFPC/DPMASC request for information concerning a non-support case, does the commander include a copy of the reply sent to the complainant and the following information:

A1.14.19.9.1. If applicable, a copy of the court order?

A1.14.19.9.2. Evaluation of the degree of compliance by the member?

A1.14.19.9.3. Date, amount, and method of support payments?

A1.14.19.9.4. Proposed date, amount, and method of payment for future support payments (if paying by allotment, include the effective date of the first payroll deduction)?

A1.14.19.9.5. BAQ amounts received by the member and the basis of receipt (i.e., spouse, child, child in custody of former spouse)?

A1.14.19.9.6. If applicable, action anticipated or taken in accordance with Air Force policy?

A1.14.19.10. In cases alleging paternity, does the commander:

A1.14.19.10.1. Counsel the member concerning the allegations?

A1.14.19.10.2. If the member denies paternity, inform the claimant accordingly and advise that the Air Force does not have the authority to adjudicate paternity claims?

A1.14.19.10.3. If the member acknowledges paternity, advise the member of his financial support obligations?

A1.14.19.10.4. Refer the member to the MPF for guidance on with-dependent rate financial support and dependent benefits for the child and to the legal office for advice on the member's legal rights and obligations to the child?

A1.14.19.10.5. If the case involves a member released from active duty who remains in the Air Force Reserve, forward the information to HQ ARPC/DPAS and advise the claimant of the referral?

A1.14.19.10.6. If the case involves a member released from active duty who retains no military affiliation, return the case to the claimant advising them of that fact?

A1.14.19.11. In cases alleging personal financial indebtedness of a civil nature, does the commander:

A1.14.19.11.1. Advise members of AF policy, including the fact that AF members are expected to pay their just financial obligations in a proper and timely manner; further advise the member that the failure to pay just debts may result in the creditor obtaining a court judgment, which could result in an involuntary allotment from the member's military pay?

A1.14.19.11.2. Advise the claimant that the Air Force has no authority to resolve disputed claims or to require members to pay a private debt without a civil judgment?

A1.14.19.11.3. If the complaint is supported by a court judgment or if the claimant is attempting to serve legal documents upon the Air Force, refer the claimant to the appropriate Defense Accounting and Finance Service Center or DOD agency?

#### A1.14.20. (#) **INDEBTEDNESS (AFI 36-2906 unless otherwise specified)**

A1.14.20.1. Does the commander refer members who demonstrate financial irresponsibility to the local personal Financial Management Program (PFMP) manager for financial management education and information? (Para 3.1.6.)

A1.14.20.2. Does the commander counsel the debtor and determine the reason for failure of the individual to comply with Air Force policy? (Para 3.4.1.)

A1.14.20.3. Does the commander advise members of the Air Force policy that members are expected to provide adequate financial support to family member and the possibility of involuntary collection of support through garnishment or statutory allotments if these responsibilities are not met? (Para 3.2.1.)

A1.14.20.4. Does the commander advise members of Air Force policy, including the fact that Air Force members are expected to pay their just financial obligations in a proper and timely manner? (Para 3.4.1.)

#### A1.14.21. **DUTY STATUS REPORTING (AFCSM 36-699, paragraph 5.65.2 unless otherwise indicated)**

A1.14.21.1. Unit Responsibilities - Does the CSS:

A1.14.21.1.1. (#) Update, maintain, and correct duty status conditions?

A1.14.21.1.2. Prepare AF Form 2098, **Duty Status Change**, and update lost time?

A1.14.21.1.3. Prepare and distribute DD Forms 616, **Report of Return of Absentee**, and 553, **Deserter/Absentee Wanted by the Armed Forces**?

A1.14.21.1.4. Request available reports to help monitor this program?

A1.14.21.2. (#) Does the CSS use available PC-III Applications to manage the duty status program effectively, such as:

A1.14.21.2.1. TDY Reporting

A1.14.21.2.1.1. Does the CSS use this application to project, confirm, delete, and correct TDY data at the earliest possible date?

A1.14.21.2.2. Cancel Projected TDY/Hospitalization/NPFD Other.

A1.14.21.2.2.1. Does the CSS use this application to cancel/delete previously reported duty status conditions that are still projections and update when projected actions are canceled prior to an individual's departure?

A1.14.21.2.3. Confinement/AWOL/Deserter Reporting

A1.14.21.2.3.1. Upon verification of confinement (military and civilian), AWOL, or deserter status, does the CSS use this application to report the appropriate duty status conditions?

A1.14.21.2.3.2. Prior to update, does the CSS ensure AF Form 2098, **Duty Status Change**, DD Form 553, **Deserter/Absentee Wanted by the Armed Forces** (LRA) (Approved for EF) or 616, **Report of Return of Absentee** (LRA) (Approved for EF) is completed, when applicable? (These actions are pay affecting and must be updated correctly with special care/verification. Do not return a person PFD for the sole purpose of changing from one duty status to another; for example, AWOL to confinement, AWOL to deserter, and so forth. Never return an individual PFD for the sole purpose of reenlistment or extension or to enter a previously executed extension of enlistment.)

A1.14.21.2.4. Correct Current Duty Status

A1.14.21.2.4.1. Does the CSS use this application to correct duty status dates, such as an extension to the expiration date of a previously reported hospitalization? (NOTE: It cannot be used to correct the effective dates of AWOL, deserter, or confinement.)

A1.14.21.2.5. Hospitalization/Sick in Quarters

A1.14.21.2.5.1. Does the CSS use this application to update the duty status of an individual upon admission to the hospital or placement in quarters? (If the expiration date is unknown, use the best estimate based on facts available. When future hospitalization/quarters information is known, project this duty status by using a future date.)

A1.14.21.2.6. Not PFD Other/Jury Duty

A1.14.21.2.6.1. Does the CSS use this application to update the duty status of individuals whose duty status does not fall into another duty status condition?

A1.14.21.2.7. Present for Duty (PFD)

A1.14.21.2.7.1. Does the CSS use this application to return an individual PFD from another duty status?

## A1.14.21.2.8. Whereabouts Unknown

A1.14.21.2.8.1. Does the CSS use this application to update an individual's duty status when absent from duty, but circumstances involving the absence appear to be involuntary and uncontrollable? Conditions are explained in AFI 36-3002, *Casualty Services*.)

A1.14.21.2.8.2. Since this is a casualty status, does the CSS make immediate notification to the Military Personnel Flight's Customer Service Section?

A1.14.21.2.8.3. Since this duty status condition is limited to a period of 10 days, if an individual remains absent longer than that does the CSS comply with guidance in AFI 36-2911, *Desertion and Unauthorized Absence*?

## A1.14.21.2.9. Lost Time (Bad Time) (ref 10 USC 972, DODPM)

A1.14.21.2.9.1. Does the CSS use this application to update the number of days lost time on an individual as determined by the unit commander?

A1.14.21.2.9.2. Does the CSS report lost time only after completion of an AF Form 2098, **Duty Status Change** with required signatures?

A1.14.21.2.9.3. Does the CSS compute the Number of days lost time from the "from/thru" dates reflected on the AF Form 2098, **Duty Status Change**?